

2010 PRELIMINARY BUDGET

Vision Statement:

Pullman's vision is to continue to be a welcoming, active, visionary community that values its college town atmosphere, high technology research and industries and that fosters quality of life for all age groups, a business friendly environment, and fiscal integrity in its government.

Mission Statement:

The mission of the City of Pullman is to provide for the essential infrastructure, ensure public safety, and support managed growth and improved quality of life within the constraints of fiscally responsible government.

Motto:

HIGH Tech
HIGHER Education
HIGHEST Quality of Life

PRESENTED:

November 10, 2009

2010 Preliminary Budget

City of Pullman

Directory of City of Pullman Officials.....	3
Mayor's 2010 Budget Message.....	5
Statistical Data.....	9
General Guidelines for Considering Service Requests.....	29
Budget Summary by Fund.....	30
001 General Fund.....	31
Revenues	31
Expenditures	42
Administration and Finance	49
Police	68
Fire	80
Public Works	90
Planning	99
Public Services	106
Library	130
Support and General Government	136
General Fund Capital Improvement Projects	140
104 Arterial Street.....	142
105 Streets.....	144
120 Civic Improvement.....	148
310 Cemetery Expansion.....	152
315 2005 LTGO BONDS.....	154
316 2007 Bond Fund	156
317 2009 Airport Water Bond Fund.....	158
322 Downtown Riverwalk.....	160
401 Utilities - Water/Sewer.....	162
402 Stormwater.....	170
405 Transit.....	178
501 Equipment Rental.....	182
504 Government Buildings.....	186
507 Information Systems.....	190
607 Lawson Gardens Park Endowment Fund.....	194
610 Cemetery Care Fund.....	196
615 Firemen's Pension Fund.....	198
651 Airport Agency.....	200
2010 Salary Schedule.....	202
2010 Staffing Allocation.....	204
2010 Equipment Rental Rates.....	207

DIRECTORY OF OFFICIALS

Glenn A. Johnson
Mayor

CITY COUNCIL

Francis Benjamin
Keith Bloom
Ann Heath
Bill Paul

Barney Waldrop
Nathan Weller
Pat Wright

ADMINISTRATION

John Sherman
City Supervisor

Joanna Bailey
Temporary Library Services Manager

Kurt Dahmen
Recreation Superintendent

Alan Davis
Parks Superintendent

Pete Dickinson
Planning Director

Laura McAloon
City Attorney

William F. Mulholland
Finance Director

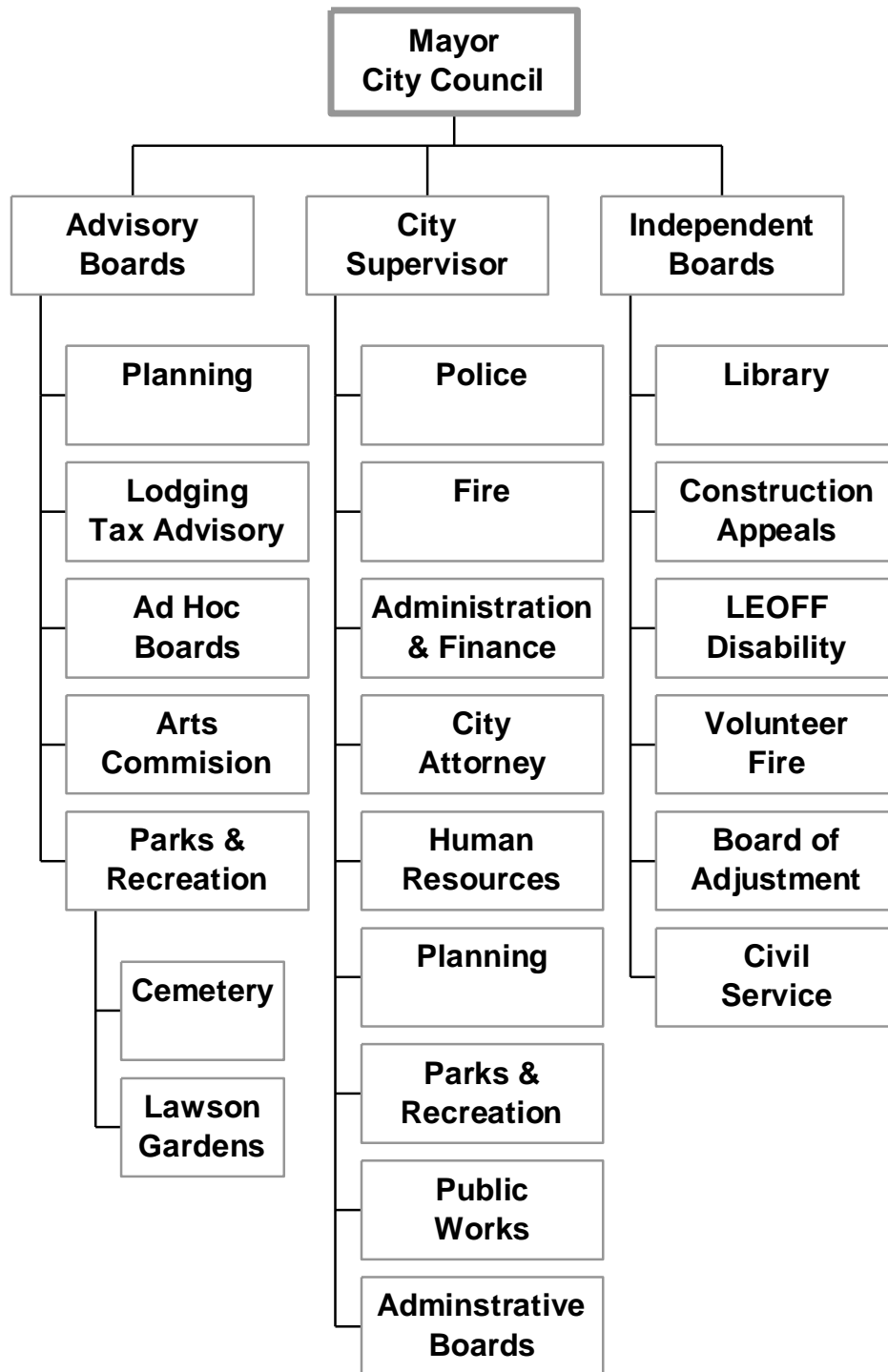
Karen Sires
Human Resources Manager

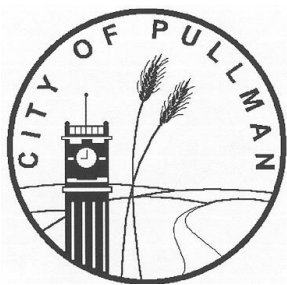
William T. Weatherly, Jr.
Chief of Police

Patrick E. Wilkins
Fire Chief

Mark Workman
Director of Public Works

City of Pullman





CITY OF PULLMAN

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MEMORANDUM

TO: City Councilmembers and the Citizens of Pullman

FROM: Glenn A. Johnson, Mayor

RE: Mayor's 2010 Budget Message

DATE: November 5, 2009

As we present the 2010 preliminary budget for consideration by the City Council and the public, we all recognize that we continue to face significant financial challenges. The "Great Recession," as it has been termed officially, started in December 2007. The state of Washington thankfully was not impacted as early or as greatly as many other states. However, the state budget started a rapid slide late in 2008. As you will remember, on September 19, 2008, it was announced that the state faced a potential \$3 billion deficit for the 2009-2011 biennium (July 1, 2009-June 30, 2011). By December 4, 2008, the projected shortfall had risen to \$6 billion. By June 2009, the deficit was projected to be \$9.5 billion. State revenues are continuing to deteriorate but at a slower pace. Additional cuts will have to be made in the 2010 session in order to address these challenges.

Although the "Great Recession" is believed to have ended during the latter part of the third quarter in 2009, it is recognized that governmental budgets will lag behind in terms of recovery. It is also recognized that Pullman's largest employer, Washington State University, may have to take significant state budget cuts above the already implemented cuts from its budget of \$54 million and the elimination of 359 employee positions.

The city of Pullman has not escaped the national or state recession but we have not been as negatively impacted as either the state or the nation thus far in terms of our city budget. Part of the reason for this is that we have taken a very cautious approach and have monitored our economic and financial conditions closely. Last year's preliminary budget message stated:

During these challenging financial times, we recognize that there have been troubling signs of economic problems at the global, national, state, and local levels. We cannot, and indeed have not, ignored the situation. To the contrary we have taken definitive steps to ensure that we are carefully monitoring our current

year's budget and proceeding in a very conservative manner in crafting the 2009 budget.

At City Council meetings in 2009, we continued our regular updates on current economic conditions and the city's financial situation. At these updates it was noted that 2010 would likely be an even more challenging budget year. For example, as part of his presentation at the June 30, 2009, City Council meeting then Finance Director Troy Woo stated:

The current financial situation has weakened since the 1st Quarter Financial Report, but it is not time to panic. 2010 will likely be more challenging than 2009.

In its adopted 2009 City Council goals, the City Council adopted a goal that emphasized carefully monitoring this year's budget and how to proceed in crafting the 2010 budget. This adopted City Council goal stated:

Continue to carefully track financial trends and apply year-end reserves to address the 2010 budget. Be prepared to respond promptly and appropriately to city revenue shortfalls or expenditure increases that would trigger changes in the adopted 2009 budget.

At the first pre-budget workshop on September 15, 2009, we received consensus from the City Council for implementing certain strategies to help balance the 2010 preliminary budget. The staff memorandum stated:

With respect to the 2010 preliminary budget, certain strategies for balancing the budget have already been identified. As was noted in your 2009 adopted City Council goal, one strategy is to apply year-end reserves to address the 2010 budget. A second strategy is to keep capital expenditures to a minimum. In the Capital Improvement Program (CIP) public hearing on July 21, 2009, the City Council agreed to keep major capital projects to a minimum within the General Fund. Accordingly, the only projects recommended for 2010 funding within the General Fund portion of the 2010 budget were the third year of the police in-car video equipment replacement (\$22,500), the second year of the five-year fire defibrillator capital lease program (\$29,431), and the usual 10% Metropolitan Park district set-aside for capital projects (\$59,296). We are also looking to keep 2010 expenditures down by keeping Equipment Rental Division (ERD) and Government Buildings rates low.

At the pre-budget workshop on September 15, the City Council also approved the recommendation that, with the exception of uniformed police employees whose contract is settled for 2010, we will reflect 0 percent salary increases for the other bargaining units for the 2010 preliminary budget, pending the settlement of their labor contracts.

At the City Council meeting on October 13, 2009, another pre-budget workshop was conducted and a public hearing was held on 2010 revenues. For the General Fund, Finance

Director Bill Mulholland projected that 2010 revenues would be lower than in 2009. He projected 2010 General Fund revenues at \$128,928 below the amended 2009 budget. This represents a revenue decline of -0.9 percent. This negative revenue figure reflects the impact that the recession has had on a variety of important economic indicators. The Consumer Price Index (CPI) that we use for various contracts is the May-June Seattle-Tacoma-Bremerton Urban Wage Earners and Clerical Workers (CPI-W) index. The Seattle CPI is the only CPI index available within the state of Washington. This May-June 2009 Seattle CPI index was -0.7 percent. The Implicit Price Deflator (IPD) that is used for 2010 property tax calculation under the provisions of Initiative 747 was released in September. The IPD was also a negative number at -0.848 percent.

One of the major issues discussed at both the pre-budget workshops was whether or not to raise the 2010 property tax by 1 percent. All of the other cities and towns in Whitman County can raise the property tax by 1 percent because they are under 10,000 in population. Because Pullman is over 10,000 in population, a resolution must be passed by a supermajority of our City Council in order to increase the property tax next year by 1 percent. This final decision on this issue will be made by the City Council at the City Council meeting on November 17. By comparison, neighboring Idaho and Oregon can both increase their property tax by 3 percent annually. If the City Council fails to increase property taxes by 1 percent, it will create an additional General Fund revenue loss of \$84,732.56 for 2010.

The preliminary budget as it is being presented does include the 1 percent property tax increase for 2010. Even with this proposed property tax increase, the 2010 General Fund budget is down substantially. Included within the General Fund are departmental expenditures for police, fire, parks and recreation, administration/finance, planning, engineering, building inspection, the library as well as capital transfers. For 2010, the proposed budget for the Operational portion of the General Funds is \$15,214,748. This represents a 3.5 percent decrease from the amended 2009 General Fund Operating Budget. The total General Fund Budget for 2010 is \$15,396,529. This represents a 3.7 percent decrease from the 2009 total General Fund budget. As has been the case in past years, even with this budget decrease the General Fund budget will still have to be balanced out of reserves or savings. By the end of 2010 it is projected that the General Fund reserve will drop to 11.36 percent. This is below the City Council target of maintaining a 13 percent reserve.

The total city budget for all funds for 2010 is \$45,903,608. This represents a 0.3 percent decrease from the 2009 amended budget.

2010 will be a very challenging budget year as we had previously predicted. Our intent is to try to maintain as many valued city services as possible with the hope that the economic recovery from the "Great Recession" will continue. We obviously do have concerns about issues such as further budget cuts at WSU. However, we are also very hopeful that our local retail base will continue to expand, such as through the construction of the new Walmart store.

Given our negative budget figures for the General Fund, the impact of Initiative 1033 may be minimal on the city of Pullman General Fund in 2010. We will not know for sure until the 2010 IPD is released in late March and the population figures are released in late June.

Under the provisions of I-1033 you can only increase General Fund revenues by the sum of inflation and population growth. At this point it appears we will be below the I-1033 revenue limitation.

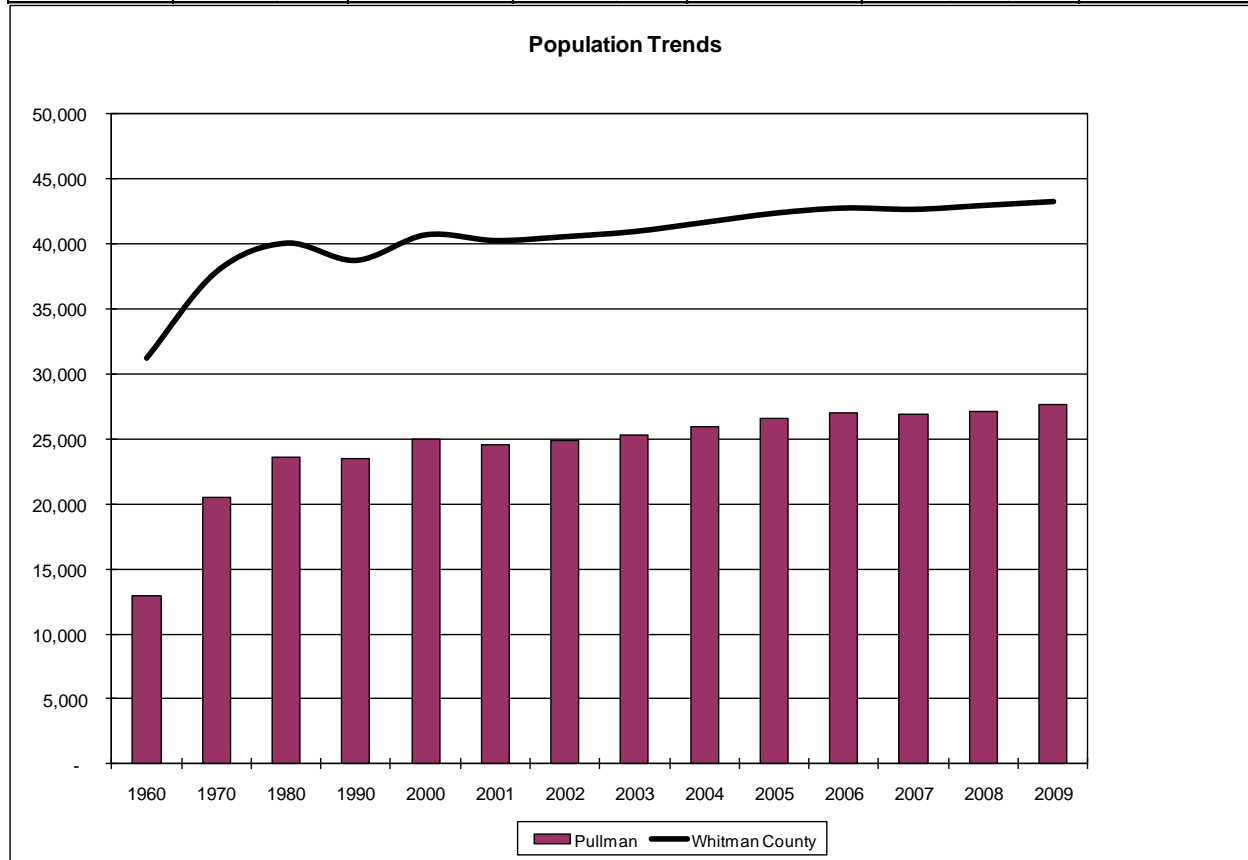
I would like to commend the City Council and staff for their efforts to manage this economic crisis. Through careful monitoring and prudent decision-making we have been able to thus far avert the deep cuts, including the layoffs or furloughs that many organizations have had to implement. I would also like to thank the public for their understanding and support. Although there are valid concerns about potential future budget threats, we have stayed the course rather than contributing to the economic downtown through a panic reaction. Decisions made by previous councils and city management following the adoption of Initiatives 695 and 747 had already pared the budget with layoffs—positions that since have never been filled. We would also like to express our sincere appreciation to our citizens for all the support they have provided in efforts to improve the community. Pullman will continue to be a great community in spite of our challenges because we have committed citizens and staff who are willing accept the challenge and move the community forward in a positive direction.

City of Pullman

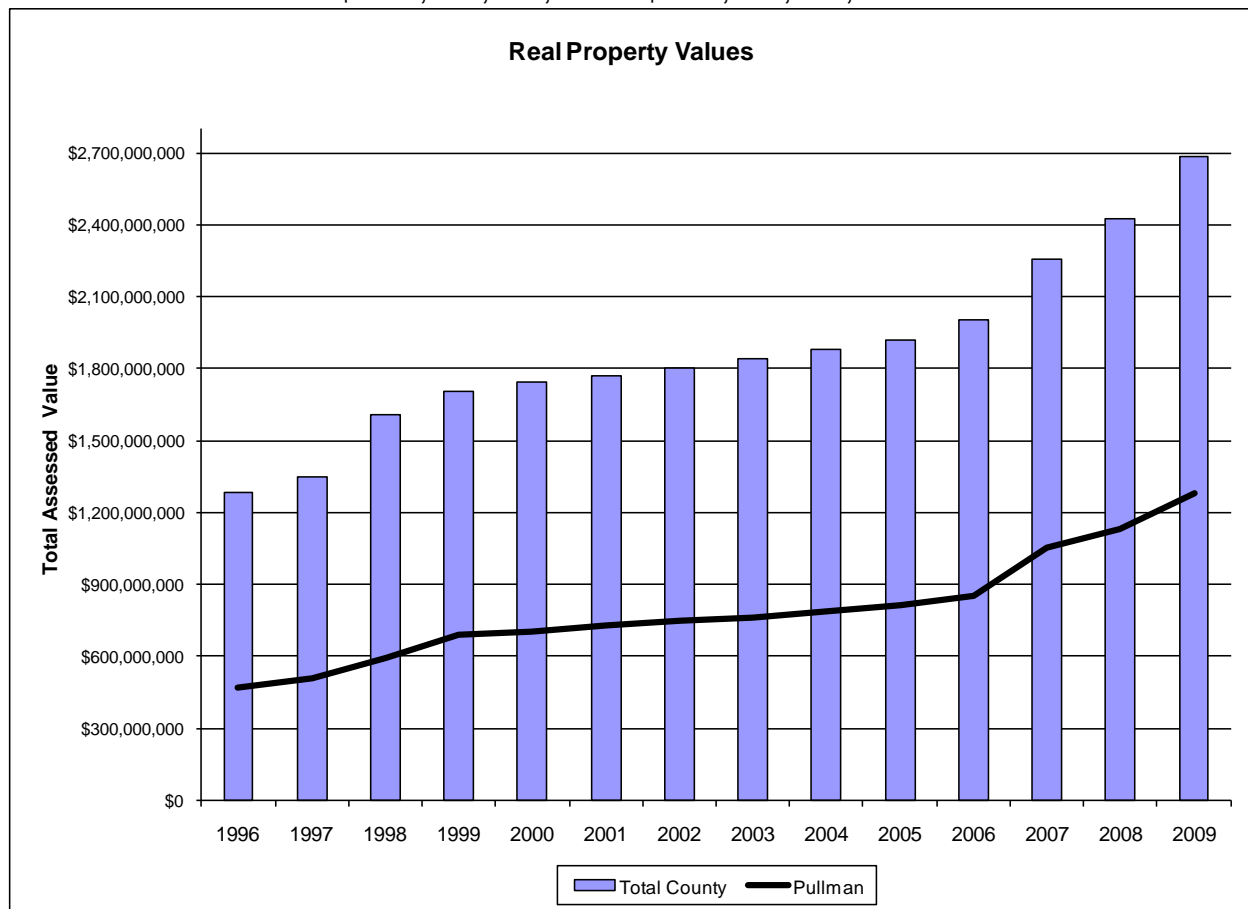
Statistical Data

City of Pullman
Population Trend Compared with Whitman County (All) and State
Last Five Primary Census Reports, 2001 - 2009 OFM Estimate

Year	City of Pullman	Percent Change	Whitman County	Percent Change	State of Washington	Percent Change
2009	27,600	1.7%	43,300	0.7%	6,668,200	1.2%
2008	27,150	1.1%	43,000	0.7%	6,587,600	1.5%
2007	26,860	-0.6%	42,700	-0.2%	6,488,000	1.8%
2006	27,030	1.7%	42,800	0.9%	6,375,600	1.9%
2005	26,590	2.6%	42,400	1.7%	6,256,400	1.4%
2004	25,905	2.4%	41,700	1.7%	6,167,800	1.1%
2003	25,300	1.6%	41,000	1.0%	6,098,300	0.9%
2002	24,910	1.5%	40,600	0.7%	6,041,700	1.1%
2001	24,540	-1.6%	40,300	-1.1%	5,974,900	1.4%
2000	24,948	6.3%	40,740	5.1%	5,894,121	21.1%
1990	23,478	-4.0%	38,775	-3.3%	4,866,700	17.8%
1980	23,579	15.0%	40,103	5.8%	4,132,000	21.1%
1970	20,509	58.3%	37,900	21.2%	3,413,000	19.6%
1960	12,957	N/A	31,263	N/A	2,853,200	N/A



Year	Total County Taxable Assessed Valuation	Pullman Assessed Valuation	Pullman Percent of County
1996	\$ 1,283,941,808	\$ 470,070,082	36.61%
1997	\$ 1,347,914,969	\$ 509,971,793	37.83%
1998	\$ 1,605,360,220	\$ 594,192,789	37.01%
1999	\$ 1,708,690,237	\$ 692,568,491	40.53%
2000	\$ 1,744,593,764	\$ 704,366,955	40.37%
2001	\$ 1,771,093,551	\$ 731,866,141	41.32%
2002	\$ 1,802,334,972	\$ 747,028,780	41.45%
2003	\$ 1,839,301,040	\$ 759,219,040	41.28%
2004	\$ 1,883,007,645	\$ 787,985,172	41.85%
2005	\$ 1,921,463,388	\$ 815,734,885	42.45%
2006	\$ 2,002,922,470	\$ 852,539,862	42.56%
2007	\$ 2,258,939,073	\$ 1,052,917,091	46.61%
2008	\$ 2,426,416,344	\$ 1,133,131,234	46.70%
2009	\$ 2,683,830,771	\$ 1,282,687,595	47.80%



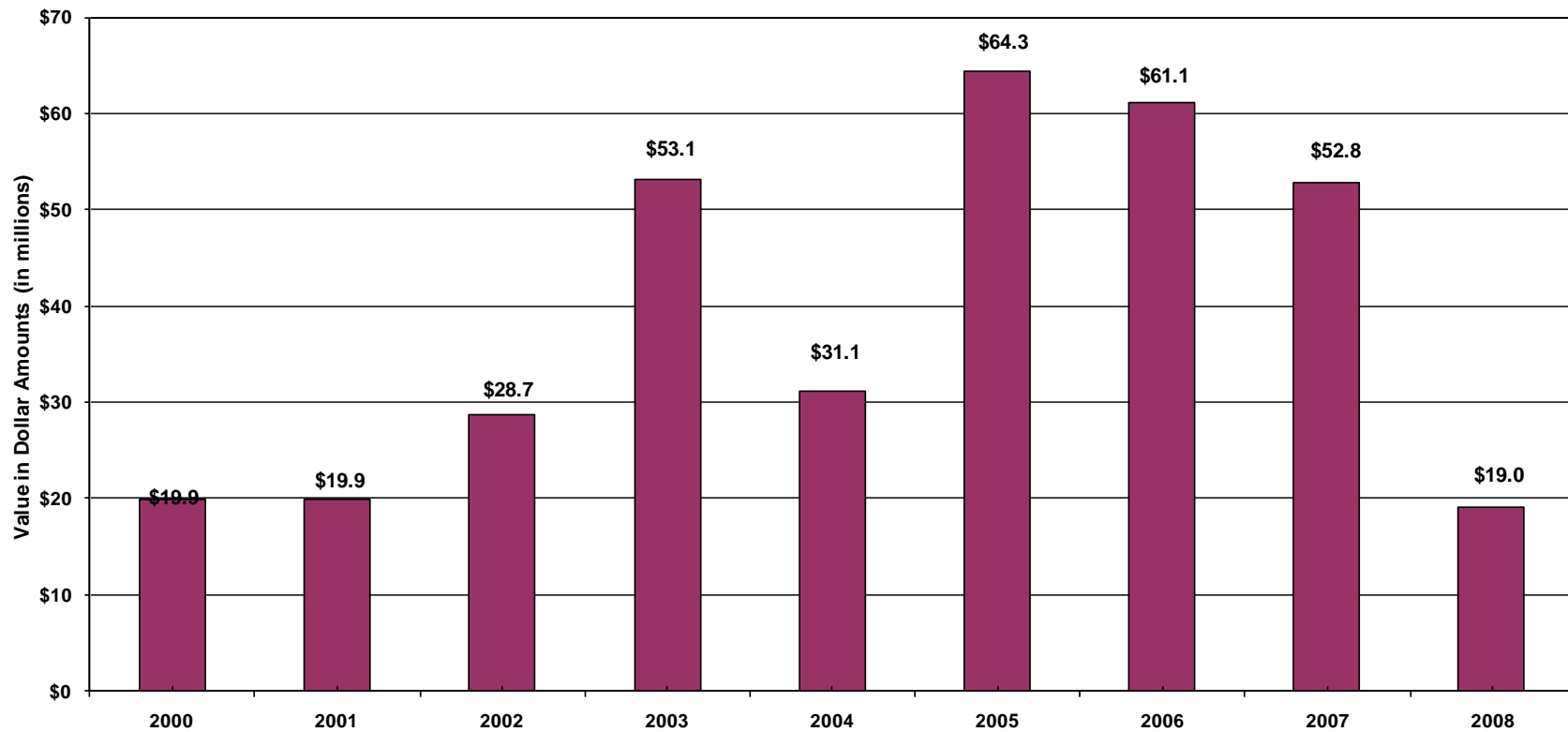
City of Pullman

Building and Housing Data

	2000	2001	2002	2003	2004	2005	2006	2007	2008
Number of Living Units									
Single Family	3,220	3,270	3,323	3,386	3,514	3,587	3,687	3,781	3,880
Duplex	793	797	811	821	833	839	869	887	889
Multiple Dwellings	4,855	5,053	5,076	5,243	5,395	5,665	5,993	6,151	6,211
Mobile Homes	518	522	527	531	543	541	530	581	577
Annual Housing Unit Increase									
Single Family	344	50	53	63	128	73	100	94	99
Duplex	-31	4	14	10	12	6	30	18	2
Multiple Dwellings	-28	198	23	167	152	270	328	158	60
Mobile Homes	22	4	5	4	12	-2	-11	51	-4
Building Permit Valuation (Millions)	\$ 19.93	\$ 19.90	\$ 28.74	\$ 53.12	\$ 31.11	\$ 64.31	\$ 61.10	\$ 52.77	\$ 19.00

Trends in Building Permit Value

Total Value of All Permits Granted



NUMBER OF SINGLE FAMILY PERMITS FROM 1974-2008

<u>YEAR</u>	<u>NO. OF PERMITS</u>		<u>VALUATION</u>
2008	52	\$	10,386,502
2007	96		16,988,724
2006	79		15,167,756
2005	103		19,666,288
2004	87		13,065,329
2003	81		11,739,729
2002	63		8,085,484
2001	53		6,202,506
2000	50		5,394,589
1999	58		6,754,741
1998	75		8,122,733
1997	38		4,191,113
1996	50		5,342,359
1995	89		7,928,058
1994	41		4,328,036
1993	26		3,011,568
1992	31		3,697,683
1991	33		3,826,943
1990	16		1,853,280
1989	11		1,120,060
1988	17		1,568,923
1987	11		1,106,390
1986	14		1,431,020
1985	21		1,849,408
1984	12		782,216
1983	18		932,136
1982	0		-
1981	15		771,011
1980	11		583,836
1979	31		1,720,359
1978	71		4,175,116
1977	57		2,560,533
1976	60		2,822,841
1975	43		1,896,335
1974	16		746,471

NUMBER OF SINGLE FAMILY AND MULTI-FAMILY UNITS RECEIVING BUILDING PERMITS FROM 1983-2008			
YEAR	NUMBER OF SINGLE FAMILY PERMITS	NUMBER OF MULTI-FAMILY UNIT PERMITS COVERED UNDER DUPLEX AND APARTMENT BUILDING PERMITS	TOTAL
2008	52	24	76
2007	96	261	357
2006	79	241	320
2005	103	300	403
2004	87	174	261
2003	81	189	270
2002	63	177	240
2001	53	37	90
2000	50	202	252
1999	58	12	70
1998	75	6	81
1997	38	139	177
1996	50	127	177
1995	89	313	402
1994	41	74	115
1993	26	229	255
1992	31	8	39
1991	33	62	95
1990	16	142	158
1989	11	6	17
1988	17	0	17
1987	11	14	25
1986	14	10	24
1985	21	364	385
1984	12	54	66
1983	18	101	119

City of Pullman

Public Works Statistics

City of Pullman								
Public Works Statistics								
Service Area	2001	2002	2003	2004	2005	2006	2007	2008
City Area (Sq Miles)	8.93	8.93	8.88	9.19	9.44	9.44	9.60	9.67
Population	24,553	25,300	25,905	25,905	26,590	27,030	26,860	27,150
Street Miles(1)	58.9	59.0	59.0	59.0	61.2	61.2	62.9	63.3
State Highways (Miles)	9.9	9.9	9.9	9.9	9.9	9.9	9	9.0
Traffic Signals (No.)	17	17	17	17	17	17	17	17
Street Lights (No.)	1,273	1,273	1,273	1,273	1,273	1,273	1,292	1,314
Number of Water Wells	4	4	5	5	5	5	5	5
Well Capacity (Gal/Minute)	4,099	5,166	6,960	5,899	6,960	6,960	6,960	6,960
Storage reservoirs	9	9	9	9	9	9	9	9
Storage Capacity (Mill Gal)	6.3	6.3	6.3	6.3	6.3	6.3	6.3	6.3
Water Mains (Miles)	86.6	87.0	87.0	89.5	92.6	92.6	96.9	97.6
Est. Population served	18,960	19,718	19,870	20,508	20,970	20,970	21,352	21,293
Active Services	4,243	4,309	4,374	4,459	4,565	4,557	4,557	4,943
Fire Class	5	4	4	4	4	4	4	4
Year's Pumpage (Mill Gals)	851	860	897	842	871	923	910	895
Peak Day (Mill Gals)	4.90	5.10	5.70	4.80	5.30	5.50	5.30	5.10
Water Hardness (mg/liter)	124	124	124	124	124	124	115	117
Sanitary Sewer Mains(Miles)	80.10	80.40	80.40	84.70	87.50	87.50	89.90	90.30
Flow Treated (Mill Gals)	1,062	1,086	1,106	1,108	996	1,071	1,004	985
Peak Day Flow Treated (Mill Gals)	6.34	6.72	6.72	8.60	4.41	5.73	5.69	5.93
Treatment Plant Capacity (Mill Gals)	8.6	8.6	8.6	8.6	8.6	8.6	8.6	8.6
(1) Excluding Washington State University								

CITY OF PULLMAN STATISTICS

2009 General Fund Operating Budget	\$15,388,674
2009 TOTAL General Fund Budget	\$15,553,624
2009 TOTAL City Budget for all funds	\$46,579,497
Assessed Value	\$1,282,687,595
City of Pullman General Levy Rate	\$2.7972/\$1,000
Emergency Medical Services (EMS) Rate	\$0.3887/\$1,000
Go Bond Levy Rate	\$0.2204/\$1,000
Metropolitan Park District	\$0.3887/\$1,000
TOTAL City Property Tax Rate	\$3.7950/\$1,000
Full-Time Employees	184
Regular Part-Time (20 HRS +) Employees	30
Additional Monthly Casual or Seasonal	135
TOTAL Employees for an Average Month	331
City Area	9.67 miles
Population	27,600 (OFM estimate April 2009)
Streets (Excluding WSU)	63.3 miles
State Highway	8.99 miles
Traffic Signals	17
Street Lights	1,314
Bicycle/Pedestrian Paths	9.84 miles
Number of Water Wells	5
Well Capacity	6,960 gallons/minute - designed
Storage Reservoirs	9
Storage Capacity	5,899 gallons/minute - throttled
Water Mains	6.3 million gallons
Population Served	97.6 miles
Active Services	21,293
Pumpage	4,943
Peak Day	895.2 million gallons
Water Hardness	5.1 million gallons
	117 mg/ltr.

Sanitary Sewer Mains	90.3 miles
Flow Treated	985 million gallons
Peak Day Flow Treated	5.93 million gallons (Feb 10)
Treatment Plant Capacity	8.6 million gallons/winter peak
Snow Load	30 psf
Frost Depth	30"
Wind Load	85 mph
Seismic Zone	B
State/NW Energy Code Zone	2
Soil Bearing Value (generally)	1500 psf
Latitude	N. 46°43'40"
Longitude	W. 117°11'
Elevation	2346' at Main St./Grand Ave.
Downtown 100 yr. Flood Elevation	2349'

BUILDING/HOUSING DATA

Single Family Dwellings	3,657 units
Duplexes	920 units
Multiple Dwellings	6,487 units
Mobile Homes	526 units

PARKS

Reaney Park	1.64 acres	Kruegel Park	7.92 acres
Sunnyside Park	25 acres	Lawson Gardens	13 acres
McGee Park	3.04 acres	Military Hill Park	25 acres
Harrison Tot Lot	.233 acres	Woodcraft Park	.84 acres
City Playfield	8.66 acres	City RV Park	24 spaces
Terre View Park	3.25 acres	Spring Street Park	2.75 acres
Itani Park	7.45 acres	Petry Natural Area	1.96 acres

FIRE DEPARTMENT

Fire Protection Rating	4
Fire Alarms	810
Emergency Medical Services (EMS) calls	2,209

POLICE DEPARTMENT

INCIDENT	2007	2008
Aggravated Assault	16	22
Arson	5	2
Burglary	131	120
Forcible Rape	10	11
Homicide	0	0

Larceny/Theft	339	377
Motor Vehicle Theft	10	11
Robbery	5	5

LIBRARY

Circulation	355,356 items	Collection Size:	375,390
Weekly visits			6,232
Registered cardholders			24,173

TRANSIT 2006 RIDERSHIP FIGURES

Fixed-Route	1,307,468
Dial-A-Ride	18,255

PULLMAN-MOSCOW REGIONAL AIRPORT

Departures in 2008 (approximate figure) 32,267

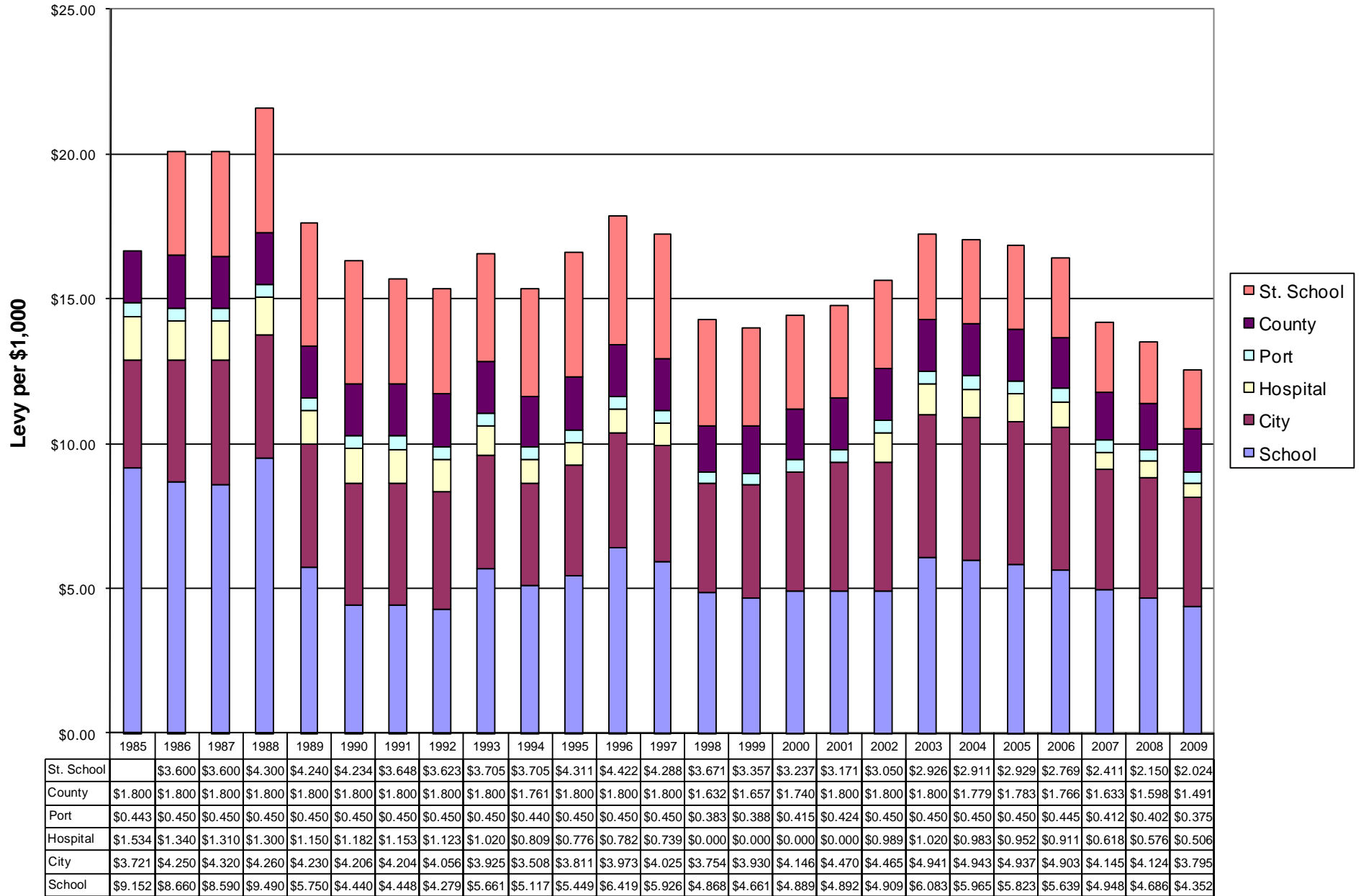
City of Pullman
Property Tax Levies
2000-2004

Year	Entity	Levy /\$1000	Estimated Pullman Revenue	Percent of Total	Dollars Per Capita	Dollars Per \$229,000 Home
2000	School District #267	\$4.8890	\$3,443,650	33.9%	\$100.10	\$1,119.58
	City	\$4.1465	\$2,920,658	28.7%	\$113.95	\$949.55
	Port	\$0.4156	\$292,735	2.9%	\$11.42	\$95.17
	County	\$1.7401	\$1,225,669	12.1%	\$47.82	\$398.48
	State School	\$3.2372	\$2,280,177	22.4%	\$88.97	\$741.32
TOTAL		\$14.4284	\$10,162,889		\$362.26	\$3,304.10
2001	School District #267	\$4.8922	\$3,580,436	33.1%	\$142.37	\$1,120.31
	City	\$4.4703	\$3,271,661	30.3%	\$130.09	\$1,023.70
	Port	\$0.4247	\$310,824	2.9%	\$12.36	\$97.26
	County	\$1.8000	\$1,317,359	12.2%	\$52.38	\$412.20
	State School	\$3.1713	\$2,320,967	21.5%	\$92.28	\$726.23
TOTAL		\$14.7585	\$10,801,247		\$429.48	\$3,379.70
2002	School District #267	\$4.9098	\$3,667,762	31.3%	\$149.46	\$1,124.34
	City	\$4.4655	\$3,335,857	28.5%	\$135.94	\$1,022.60
	Hosp. Bond	\$0.9899	\$739,484	6.3%	\$30.13	\$226.69
	Port	\$0.4500	\$336,163	2.9%	\$13.70	\$103.05
	County	\$1.8000	\$1,344,652	11.5%	\$54.79	\$412.20
	State School	\$3.0502	\$2,278,587	19.5%	\$92.85	\$698.50
TOTAL		\$15.6654	\$11,702,505		\$476.87	\$3,587.38
2003	School District #267	\$6.0835	\$4,618,709	35.3%	\$185.42	\$1,393.12
	City	\$4.9411	\$3,749,590	28.7%	\$150.53	\$1,131.51
	Hosp. Bond	\$1.0201	\$769,635	5.9%	\$30.90	\$233.60
	Port	\$0.4500	\$341,649	2.6%	\$13.72	\$103.05
	County	\$1.8000	\$1,366,594	10.5%	\$54.86	\$412.20
	State School	\$2.9265	\$2,221,855	17.0%	\$89.20	\$670.17
TOTAL		\$17.2212	\$13,068,032		\$524.63	\$3,943.65
2004	School District #267	\$5.9658	\$4,700,962	34.2%	\$185.81	\$1,366.17
	City	\$4.9431	\$3,893,330	28.3%	\$153.89	\$1,131.97
	Hosp. Bond	\$0.9836	\$770,293	5.6%	\$30.45	\$225.24
	Port	\$0.4500	\$354,593	2.6%	\$14.02	\$103.05
	County	\$1.7790	\$1,401,826	10.2%	\$55.41	\$407.39
	State School	\$2.9119	\$2,294,534	16.7%	\$90.69	\$666.83
TOTAL		\$17.0334	\$13,415,538		\$530.27	\$3,900.65

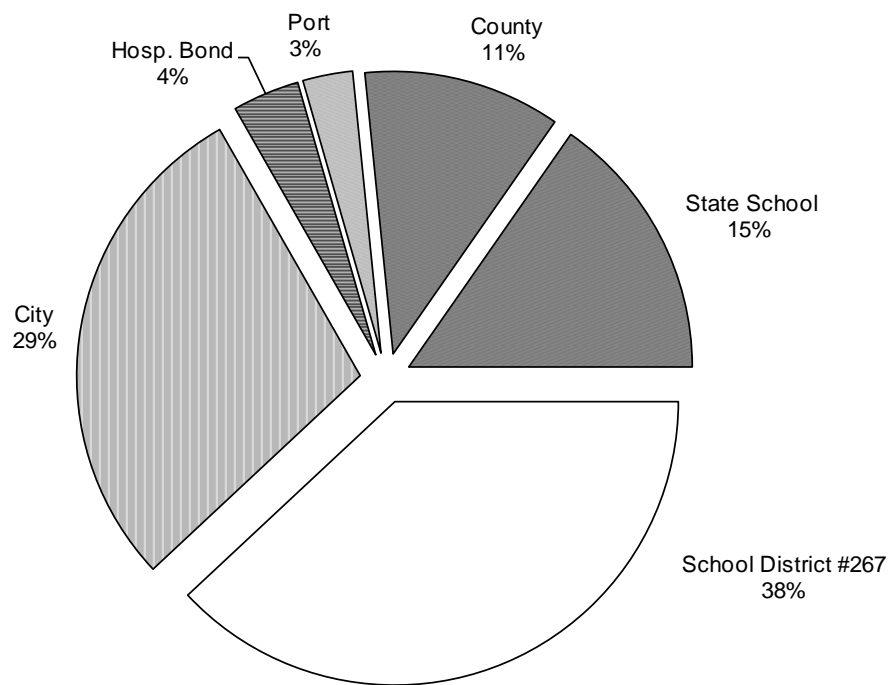
City of Pullman
Property Tax Levies
2005-2009

Year	Entity	Levy /\$1000	Estimated Pullman Revenue	Percent of Total	Dollars Per Capita	Dollars Per \$229,000 Home
2005	School District #267	\$5.8231	\$4,750,106	33.9%	\$187.75	\$1,333.49
	City	\$4.9370	\$4,025,901	28.7%	\$159.13	\$1,130.57
	Hosp. Bond	\$0.9527	\$773,429	5.5%	\$30.57	\$218.17
	Port	\$0.4500	\$367,081	2.6%	\$14.51	\$103.05
	County	\$1.7837	\$1,455,026	10.4%	\$57.51	\$408.47
	State School	\$2.9297	\$2,389,858	17.1%	\$94.46	\$670.90
TOTAL		\$16.8762	\$13,761,401		\$543.93	\$3,864.65
2006	School District #267	\$5.6392	\$4,807,643	32.2%	\$180.81	\$1,291.38
	City	\$4.9031	\$4,178,791	28.0%	\$157.16	\$1,122.81
	Hosp. Bond	\$0.9119	\$773,949	5.2%	\$29.11	\$208.83
	Port	\$0.4457	\$379,977	2.5%	\$14.29	\$102.07
	County	\$1.7667	\$1,506,182	10.1%	\$56.64	\$404.57
	State School	\$2.7695	\$2,361,109	15.8%	\$88.80	\$634.22
TOTAL		\$16.4361	\$14,007,651		\$526.80	\$3,763.87
2007	School District #267	\$4.9485	\$5,210,360	34.0%	\$192.76	\$1,133.21
	City	\$4.1459	\$4,363,929	28.5%	\$161.45	\$949.41
	Hosp. Bond	\$0.6180	\$647,664	4.2%	\$23.96	\$141.52
	Port	\$0.4122	\$434,012	2.8%	\$16.06	\$94.39
	County	\$1.6339	\$1,720,361	11.2%	\$63.65	\$374.16
	State School	\$2.4119	\$2,539,531	16.6%	\$93.95	\$552.33
TOTAL		\$14.1704	\$14,915,857		\$551.83	\$3,245.02
2008	School District #267	\$4.6860	\$5,309,853	34.6%	\$197.69	\$1,073.09
	City	\$4.1245	\$4,672,146	30.5%	\$173.94	\$944.51
	Hosp. Bond	\$0.5769	\$650,600	4.2%	\$24.22	\$132.11
	Port	\$0.4028	\$456,425	3.0%	\$16.99	\$92.24
	County	\$1.5980	\$1,810,744	11.8%	\$67.41	\$365.94
	State School	\$2.1505	\$2,436,799	15.9%	\$90.72	\$492.46
TOTAL		\$13.5387	\$15,336,567		\$570.98	\$3,100.36
2009	School District #267	\$4.3522	\$6,449,690	38.0%	\$237.56	\$996.65
	City	\$3.7950	\$4,866,468	28.7%	\$179.24	\$869.06
	Hosp. Bond	\$0.5064	\$646,753	3.8%	\$23.82	\$115.97
	Port	\$0.3759	\$482,162	2.8%	\$17.76	\$86.08
	County	\$1.4914	\$1,913,000	11.3%	\$70.46	\$341.53
	State School	\$2.0246	\$2,596,929	15.3%	\$95.65	\$463.63
TOTAL		\$12.5455	\$16,955,002		\$624.49	\$2,872.92

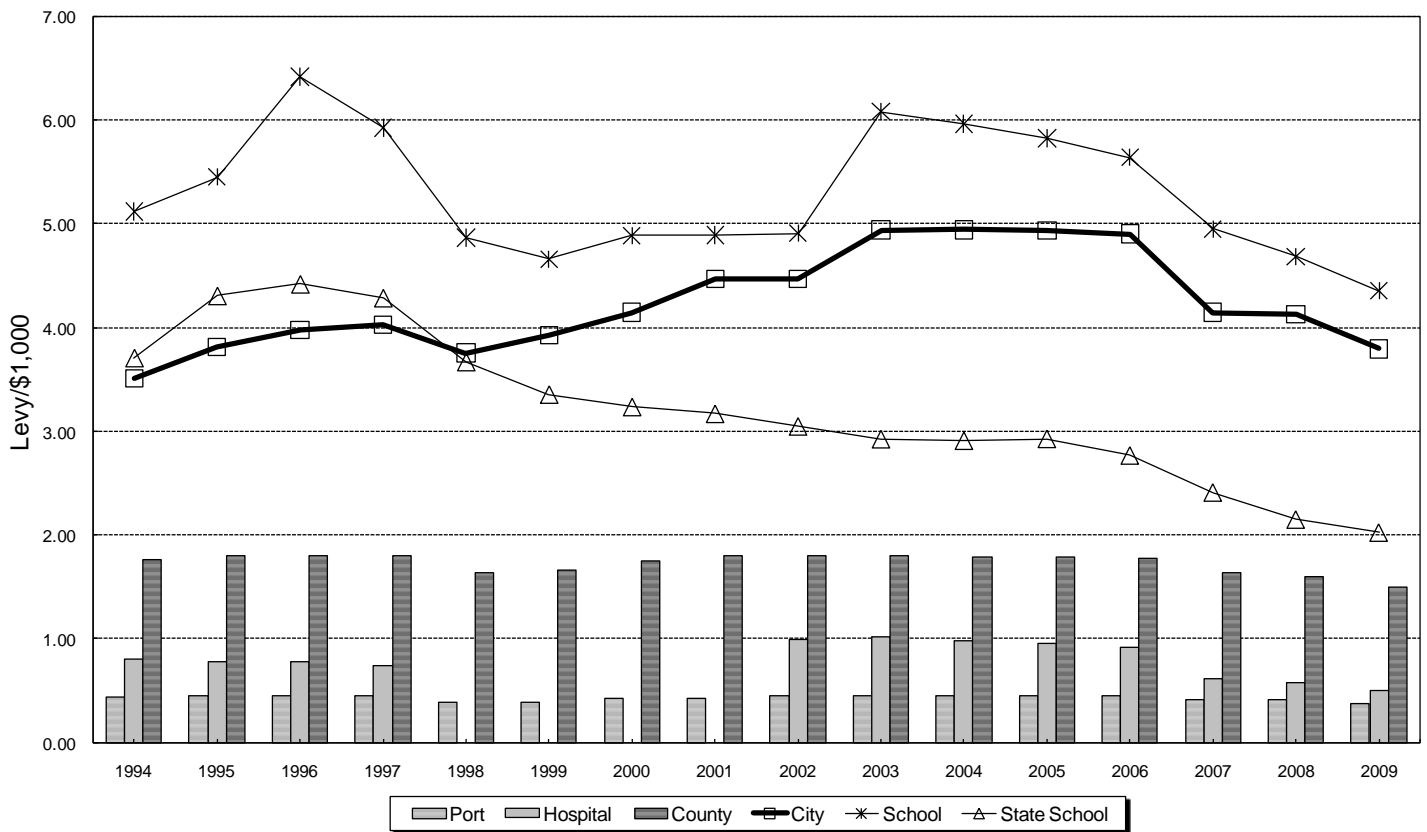
Pullman Property Tax Levy History



**Year 2009 Property Tax Levies
Within City of Pullman**



Property Tax Levies Within City of Pullman

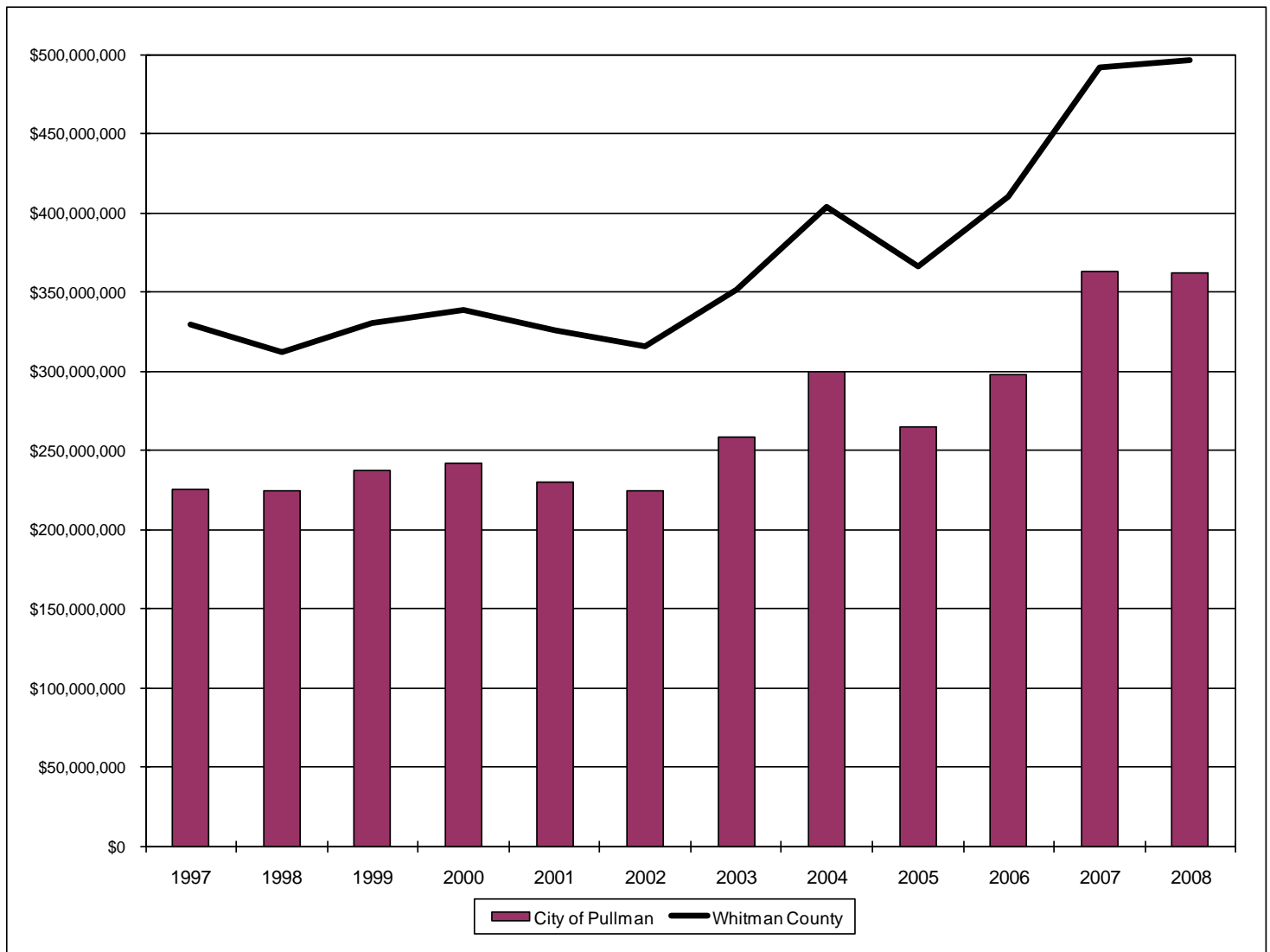


City of Pullman Major Employers

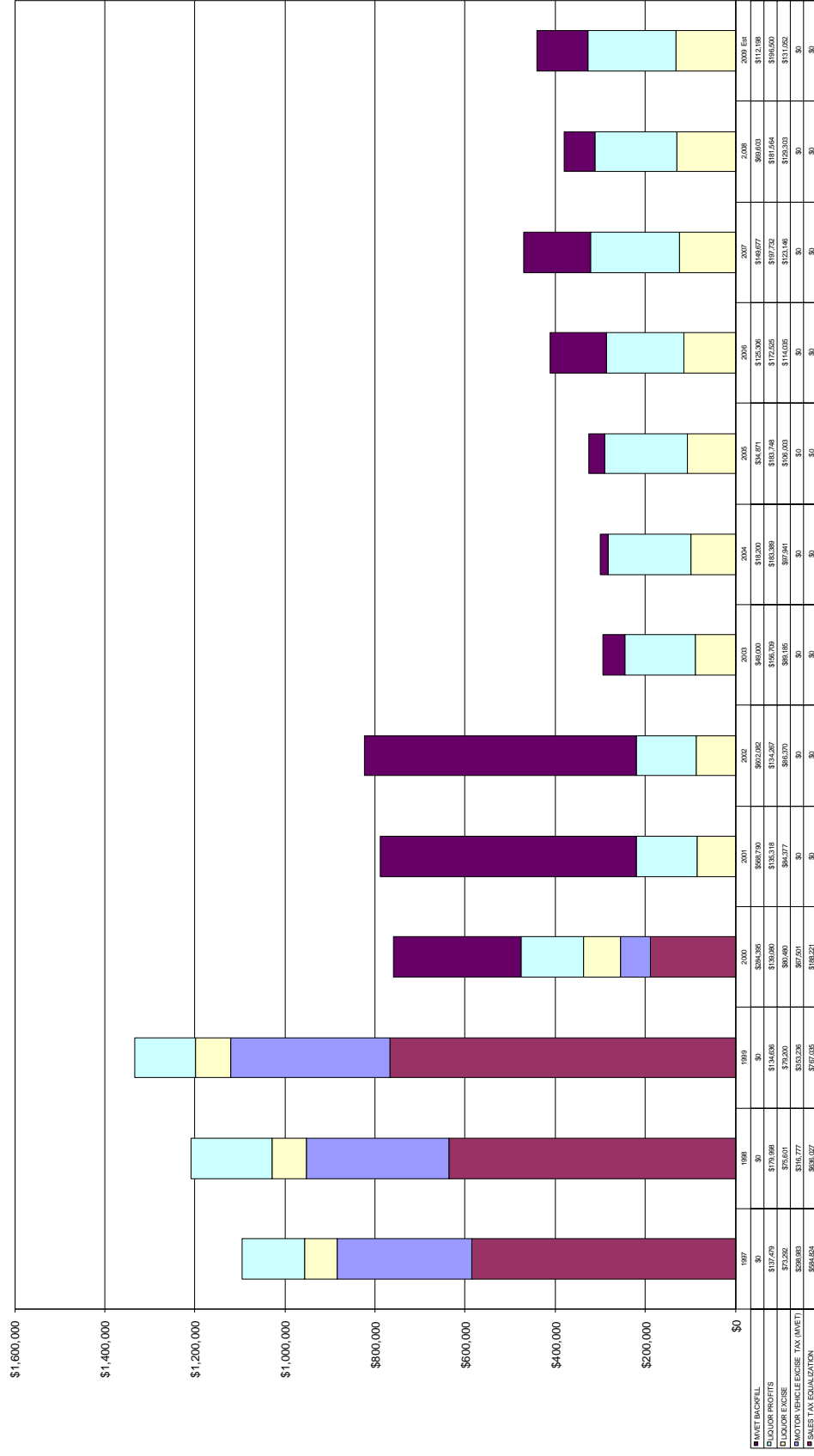
<u>Employer</u>	<u>Business Application</u>	<u>Full, Part-time and Seasonal Employees</u>
Washington State University (Pullman Only)	State University	5,948
Schweitzer Engineering	Electrical Engineering	1,400
Pullman Regional Hospital	Medical Care	375
Pullman School District	Education	260
City of Pullman	Local Government	222
Safeway	Supermarket	150
Dissmore's IGA	Supermarket	140
Student Book Corporation	WSU Bookstore	131
Shopko	Department Store	83

City of Pullman **Taxable Retail Sales**

Year	City of Pullman	Whitman County	Pullman % of County
1997	225,084,473	329,335,944	68.3%
1998	224,197,676	311,894,860	71.9%
1999	237,431,621	330,577,591	71.8%
2000	242,293,343	338,464,154	71.6%
2001	230,097,059	326,313,164	70.5%
2002	224,620,425	316,244,959	71.0%
2003	258,256,743	351,296,643	73.5%
2004	299,871,863	403,670,557	74.3%
2005	264,751,271	366,249,168	72.3%
2006	297,566,027	410,510,705	72.5%
2007	363,264,839	492,004,675	73.8%
2008	362,042,613	497,239,432	72.8%



(1) Several of the Bond Interest figures have been rounded.

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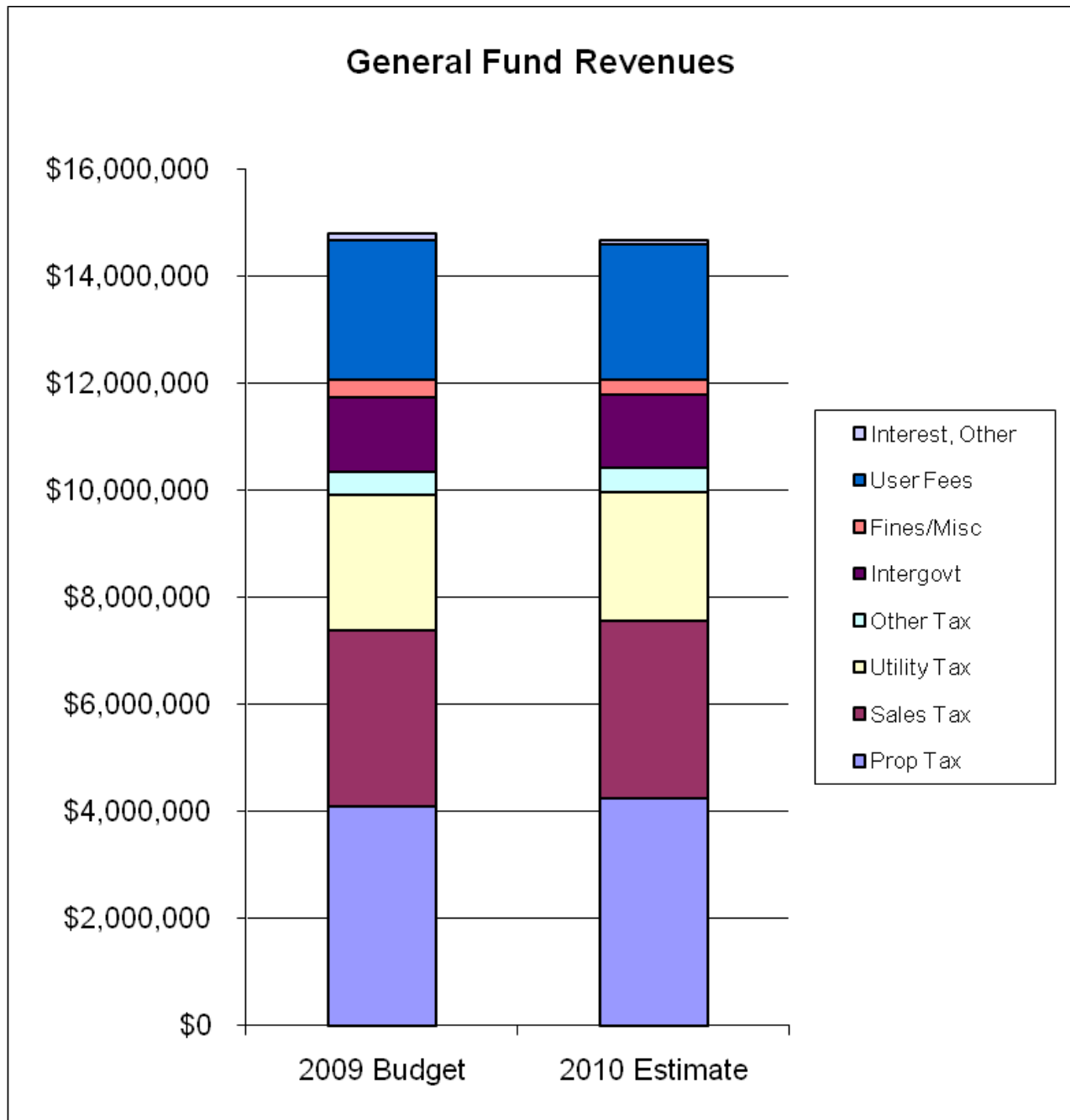
GENERAL GUIDELINES FOR CONSIDERING SERVICE REQUESTS

1. Should the service being considered be provided at all?
2. If the service is justified, is it most appropriate to let the private sector meet the demand without any public sector involvement or encouragement?
3. If public sector involvement is determined to be appropriate, should the public sector contract with the private sector to provide the service or provide the service as a public function?
4. If the service is determined to be best provided as a public function, what unit of government is most appropriate to provide the service?
5. If it is determined that municipal government would more appropriately deliver the service than would the federal government, state government, or a special purpose district, how will the funding for the new municipal service be provided?
6. The proposer(s) of a new service will be required to identify a specific funding source.

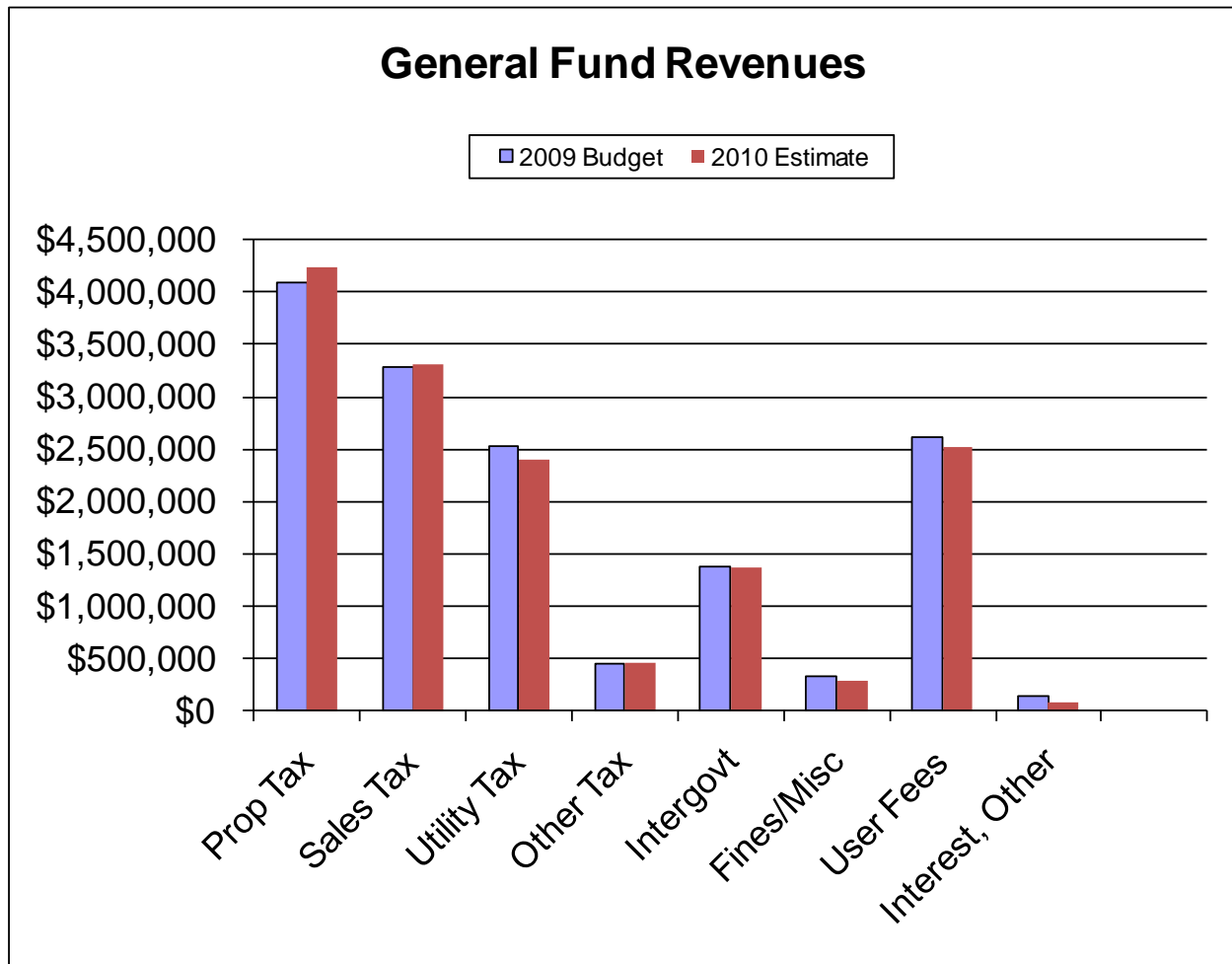
2009 - 2010 BUDGET SUMMARY BY FUND

2009 AMENDED BUDGET*				2010 BUDGET REQUEST		
FUND	TITLE	REVENUES	EXPENDITURES	REVENUES	EXPENDITURES	CHANGE
001	GENERAL FUND:					
	ADMINISTRATION/FINANCE		1,310,956		1,266,306	(44,650)
	POLICE/SUPPORT SERVICE		5,114,517		5,059,476	(55,041)
	FIRE/RESCUE		4,237,475		3,988,899	(248,576)
	PUBLIC WORKS		667,820		636,642	(31,178)
	PLANNING		263,702		261,251	(2,451)
	PUBLIC SERVICES		2,662,360		2,577,090	(85,270)
	LIBRARY		1,197,299		1,149,717	(47,582)
	GENERAL GOVERNMENT		197,737		176,632	(21,105)
	OPERATING TRANSFERS:					
	AIRPORT		32,013		32,013	
	OTHER		85,232		66,722	(18,510)
	TOTAL OPERATING EXPENDITURES:		\$15,769,111		\$15,214,748	(\$554,363)
					OPERATING PERCENTAGE CHANGE:	-3.5%
	CAPITAL EXPENDITURES & TRANSFERS:					
	CAPITAL EXPENDITURES		217,152		181,781	(35,371)
	TO DEBT REDEMPTION FUND					
	TO OTHER FUNDS					
	TOTAL CAPITAL:		\$217,152		\$181,781	(\$35,371)
	TOTAL GENERAL FUND:	\$14,788,851	\$15,986,263	\$14,659,923	\$15,396,529	(\$589,734)
					TOTAL FUND PERCENTAGE CHANGE	-3.7%
104	ARTERIAL STREETS	1,378,500	1,846,250	1,688,548	2,090,650	244,400
105	STREETS	1,786,000	2,353,339	1,774,500	2,477,253	123,914
120	CIVIC IMPROVEMENT	270,211	243,938	265,163	265,163	21,225
310	CEMETERY EXPANSION	6,000		2,000	10,000	10,000
315	2005 LTGO BOND FUND	39,593	39,593	43,278	43,278	3,685
316	2007 BOND FUND	293,347	916,650	283,300	628,300	(288,350)
317	2009 AIRPORT WATER BOND FUND	2,773,180	318,380	46,500	2,297,393	1,979,013
322	DOWNTOWN RIVERWALK		15,000	20	1,000	(14,000)
401	UTILITIES	7,981,400	7,504,689	7,767,050	7,063,847	(440,842)
402	STORMWATER	452,500	326,312	748,000	580,340	254,028
403	UTILITY CAPITAL PROJECTS		6,347,700		3,048,175	(3,299,525)
405	TRANSIT	3,372,599	3,551,802	4,980,944	5,462,127	1,910,325
501	EQUIPMENT RENTAL	2,289,774	2,884,601	2,616,964	3,275,393	390,792
504	GOV'T BUILDINGS	826,496	925,413	875,118	834,118	(91,295)
507	INFORMATION SYSTEMS	378,814	386,428	378,814	378,315	(8,113)
607	LAWSON GARDENS ENDOW	133,000	152,798	111,614	167,451	14,653
610	CEMETERY CARE FUND	8,200	6,000	8,500	8,000	2,000
615	FIREMEN'S PENSION	28,868		25,900		
651	AIRPORT AGENCY	2,208,240	2,215,390	1,921,841	1,876,276	(339,114)
	TOTAL ALL FUNDS:	\$39,015,573	\$46,020,546	\$38,197,977	\$45,903,608	(\$116,938)
					PERCENTAGE CHANGE:	-0.3%

* Includes Budget Amendments Approved on March 31, 2009, May 12, 2009, and October 13, 2009.

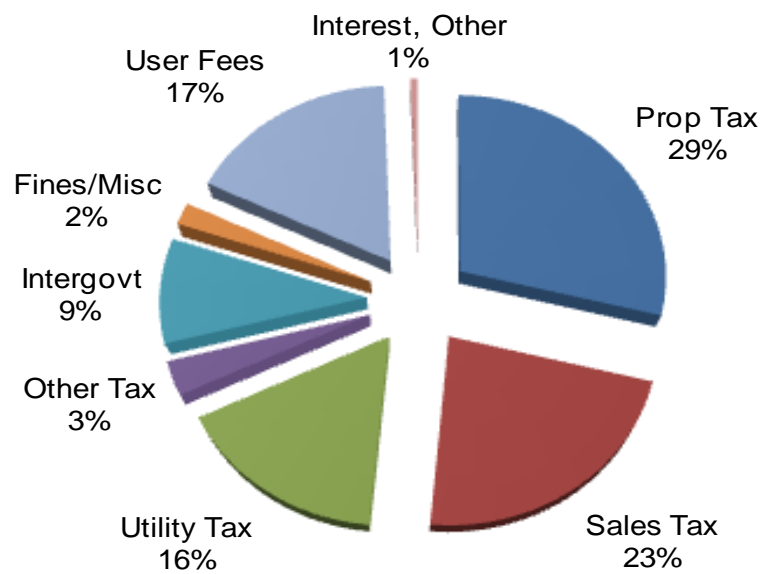


2010 Total: \$14,659,923

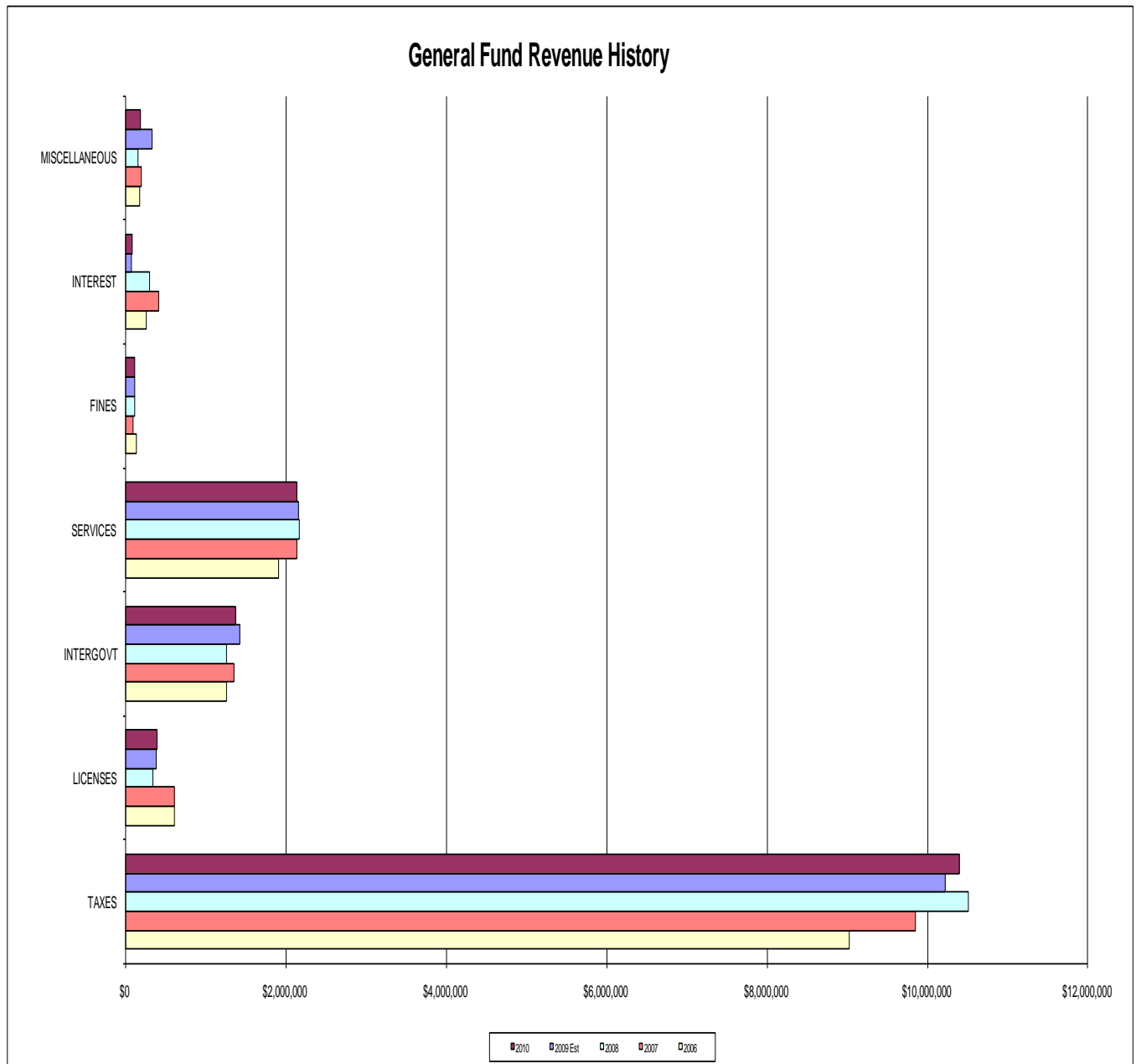


2010 Total: \$14,659,923

2010 GENERAL FUND REVENUE SOURCES



2010 Total: \$14,659,923



2010 Total: \$14,659,923

FUND NUMBER**TITLE****001****GENERAL FUND - REVENUES**

PURPOSE: The General Fund receives virtually all unrestricted revenues required by the City to support general governmental services such as Police and Fire protection, Recreation, Parks, Cemetery, Planning, Building Inspection, Engineering, Library and Administration/Finance. The General Fund also provides operating support to the Pullman - Moscow Airport and the Information Systems Fund for government access channel services. In addition, the General Fund provides major funding for capital projects previously approved under the City's Capital Improvement Program.

REVENUES: Revenues to support these functions are derived primarily from various taxes collected both locally and also state-shared, together with fees, permits, grants, charges for services, fines, income from investments and miscellaneous other sources.

2010 ESTIMATES:

INTRODUCTION: The November 1999 election brought us Initiative 695, which eliminated state motor vehicle excise taxes (MVET), a share of which was redistributed to local governments. This vote also effectively ended our entitlement to sales tax equalization that was funded through another local share of the MVET. Although the Washington Supreme Court later ruled this initiative unconstitutional, the legislature responded to the popular vote by ending the motor vehicle excise tax. As estimated by the Washington State Office of Financial Management (OFM), our total entitlement loss for fiscal year 2001 was \$1,305,624. The state provided backfill funding relief of \$284,395 in 2000, \$568,790 for use in 2001, \$602,082 for use in 2002, \$49,000 for use in 2003, and \$18,200 for use in 2004. For 2005, the state provided \$12,100. During the 2005 Legislative Session, the Legislature passed Senate Bill 6050, which will provide the City of Pullman with an estimated \$87,205 in backfill funding in 2010.

General Fund cash and reserves at year-end 2010 should equal approximately \$1.728 million. We estimate that 2010 total revenues will decrease 0.9 percent (\$128,925) from the budgeted 2009 total. Details on various revenue elements follow:

TAXES: On November 7, 2000, the voters approved Proposition One, which permitted the property tax levy to increase to the \$3.60 per thousand maximum. Up until 2007, the City has levied the statutory maximum or very near the limit. In 2007 the Whitman County Assessor's Office increased property values in Pullman by 20 percent to reflect increasing market values. Because of increasing expenditures, we recommend that we continue to maximize property tax collections by accepting all new construction to the assessment rolls as well as an increase to collections up to the revenue limit of 1.0 percent. I-747, which limits property tax growth to 1.0 percent or the implicit price deflator (IPD) whichever is less, was ruled unconstitutional in June of 2006 by a King County Judge. This ruling was appealed in July of 2006. Arguments were heard by the State Supreme Court in May 2007. The decision was upheld. During a special legislative session in December 2007, the legislature passed house bill 2416 and the Governor signed the bill into law. The law reinstated the 1.0 revenue limit provisions of I-747. General property taxes should generate approximately \$3,723,291, an increase of \$135,357 over 2009, due to the addition of new construction to next year's tax rolls and increasing collections by the revenue limit of 1.0 percent. The general property taxes will generate approximately 25.4 percent of 2010 General Fund revenues. The voter-approved permanent continuation of the EMS levy will produce approximately \$517,389, an increase of \$18,808 due to new construction and the 1.0 percent revenue limit increase. Together the general property tax revenue and the EMS levy comprise 28.9 percent of General Fund revenues.

Up until 2009, we had seen positive impacts to the sources of local sales taxes from the recent record-breaking levels of local development. In addition to strong construction levels, other retail sales tax areas had shown growth. However, those areas were not as significant as the increases due to new construction. Building permit issues indicate that 2010 will not be a strong construction year. During the 2008 Mid-Year Financial report, we warned of a decrease to sales tax revenues because of the scheduled completions of major taxable WSU projects. 2009 sales taxes are being collected at a higher rate than what was budgeted. Sales taxes revenue projections are lower than the actual 2008 collection rate, but at a rate slightly higher than what was budgeted for 2009. Expected sales tax revenues of \$3.02 million will provide about 20.6 percent of

total General Fund revenues. The one-tenth of 1 percent sales tax for criminal justice purposes enacted countywide and distributed on a per capita basis should generate approximately \$281,904 and will provide 1.9 percent of total General Fund revenues in 2010.

In admissions taxes, the forecast is for a decrease in 2010 receipts. Utility taxes are expected to decrease in 2010 and will provide about 16.4 percent of General Fund revenues. The negative impacts to utility taxes include rate decreases for natural gas. Major weather changes would obviously affect the tax amount received from energy providers. Overall, utility tax receipts should decrease approximately \$48,000 from anticipated current year receipts - a 5.7 percent decrease. Local taxes in total will provide about \$10,329,233, or 70.9 percent of the General Fund's total revenues. This is a 2.6 percent decrease from 2009.

LICENSES AND PERMITS: The cable TV franchise fee should generate approximately \$152,966. A \$100,000 decrease is projected for building permits revenues. Other licenses are expected to decrease

INTERGOVERNMENTAL REVENUE: This category includes state-imposed and collected taxes and profits, which are, shared primarily on a per capita basis with the state's cities. The Washington State Office of Financial Management estimated Pullman's 2009 population at 27,600 an increase of 585 from the 2008 estimate. The state's estimates of per capita shares in 2010 are Liquor Tax: \$4.78 and Liquor Profits: \$8.23

In 2005, the City of Pullman entered into an Interlocal Agreement with Washington State University to provide fire protection services to the university campus. In 2010, the university will provide the City \$723,700 to offset the costs to provide those services.

State-shared and other intergovernmental and known grant revenue in 2010 will provide 9.3 percent of General Fund revenues (A comparison: in 1991, state-shared revenues provided 32 percent of the General Fund's revenues). Overall State-shared and other intergovernmental revenues are projected to decrease .8 percent compared to 2009.

CHARGES FOR SERVICES: This category consists of service fees and user charges. Ambulance fees, Parks and Recreation program fees, and Metropolitan Park District service fees are included

in this category. We estimate that fee income will total approximately \$2,132,620, which is \$63,274 over the 2009 estimates. Approximately 12.3 percent of General Fund revenues are derived from user fees.

INTERFUND CHARGES: These are charges levied on other funds for General Fund services such as direct support and overhead charges from grounds keeping, accounting and administrative, and engineering activities. These charges will decrease \$29,797 as direct support services are projected to decrease.

FINES AND FORFEITS: No change is projected for fine estimates. This category is projected to contribute 0.8 percent of total General Fund revenues.

INVESTMENT INTEREST: Until 2007, interest rates recovered from the alarming 2002 decreases. However due to the dramatic decrease to interest rates and the continued utilization of reserves in the coming year, we will expect to experience a decrease to investment income. Investment and miscellaneous income categories provide about 1.8 percent (\$260,250) of General Fund revenues.

ESTIMATED BEGINNING CASH: This estimate is included as a revenue item, although it does not represent continuing income. It is composed of a working capital element of approximately eight percent of expenditures that must be preserved to smooth out the gaps between ongoing monthly expenditures and an uneven revenue stream. It also should include a five percent contingency reserve that the Council established in 1984 as a goal for unanticipated emergency expenditures or revenue decreases. The estimated 2010 beginning unallocated and unreserved contingency reserve totals \$2.39 million, or 14.9 percent of the 2009 operating requests. The ending reserve total is estimated to be 11.36 percent of the 2010 operating requests. It is expected that the reserve will not meet the 13.0 percent level. However, year-end estimates have been historically conservative and with additional cost savings, in 2009 as well as 2010 the 13 percent could be attained.

TOTAL REVENUES: Total 2010 revenues, before estimated beginning cash on hand, are expected to decrease \$128,928 from the 2009 amended budget. Estimated 2010 General Fund revenues together with year-end 2009 reserves and savings are sufficient to sustain the 2010 budget requests and meet the 13.0 percent reserve level. However, ending cash is expected to fall short

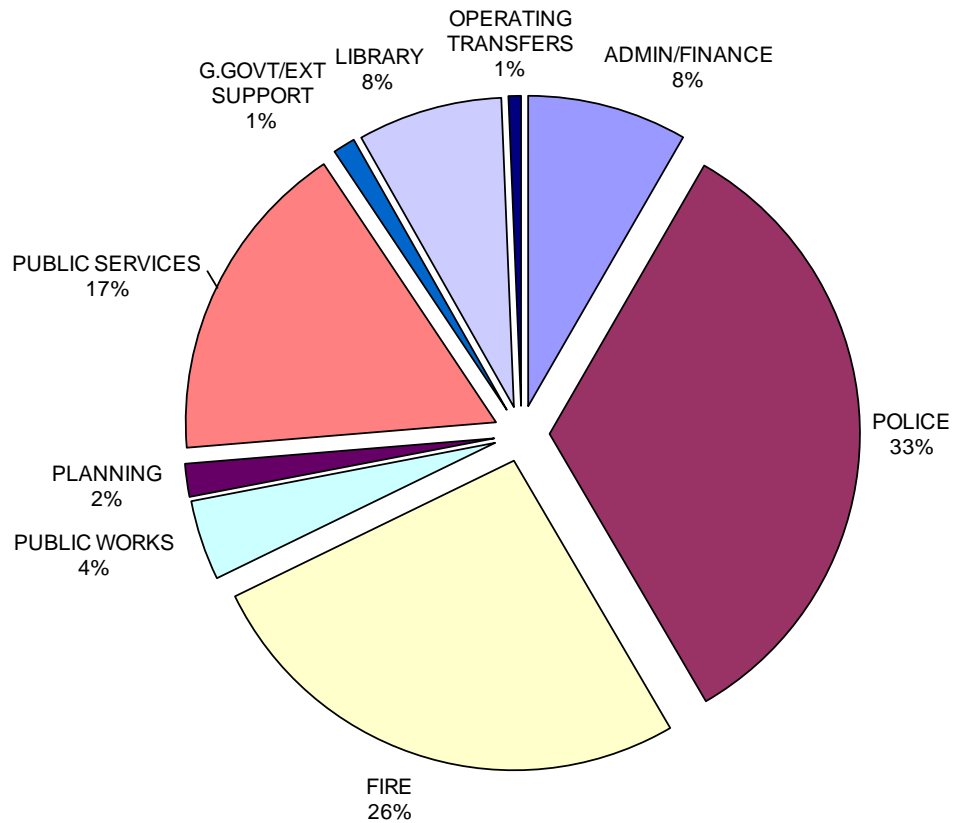
of the City Council's goal to sustain a 13.0 percent reserve level.

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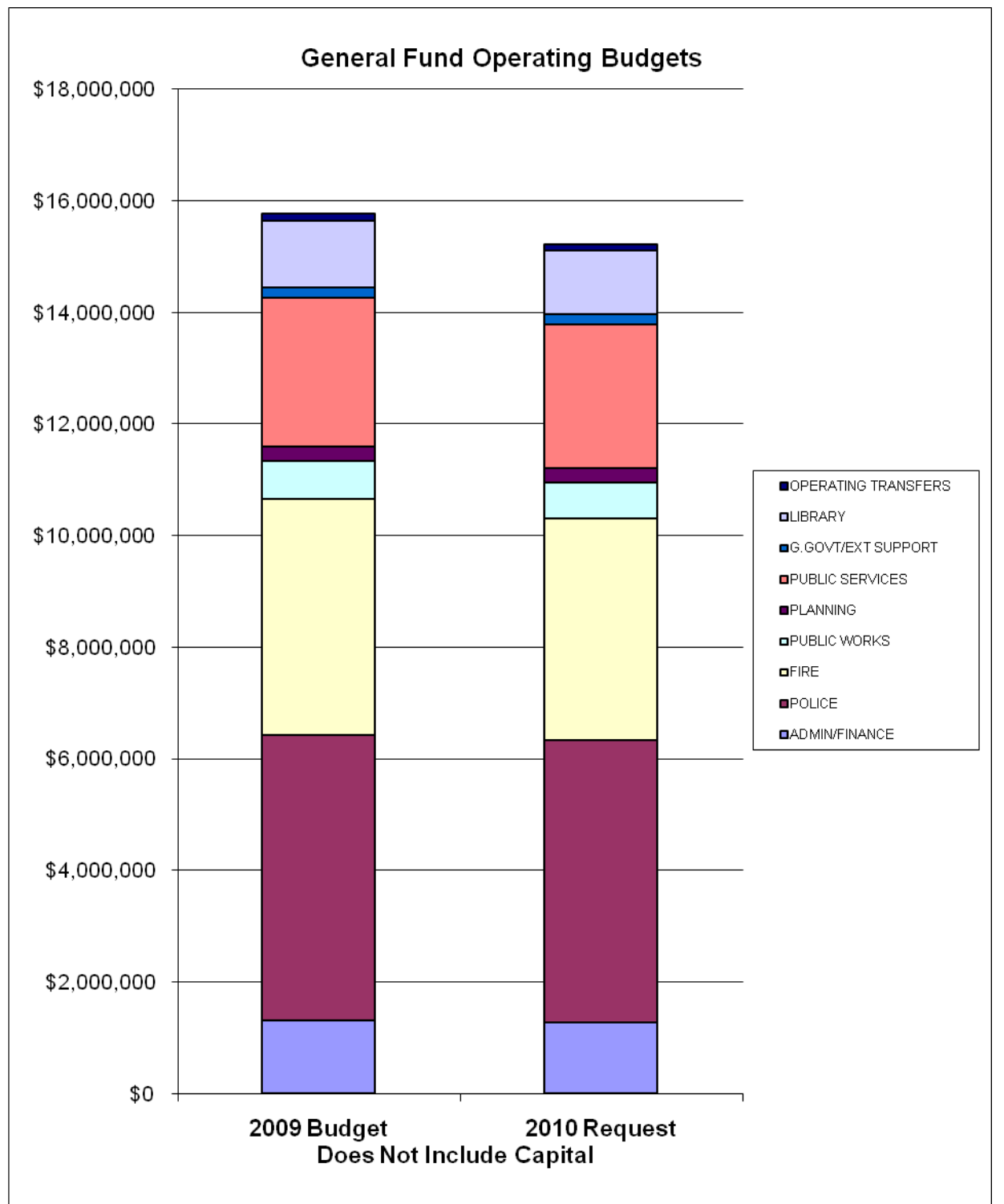
2010 GENERAL FUND REVENUE ESTIMATE SUMMARY

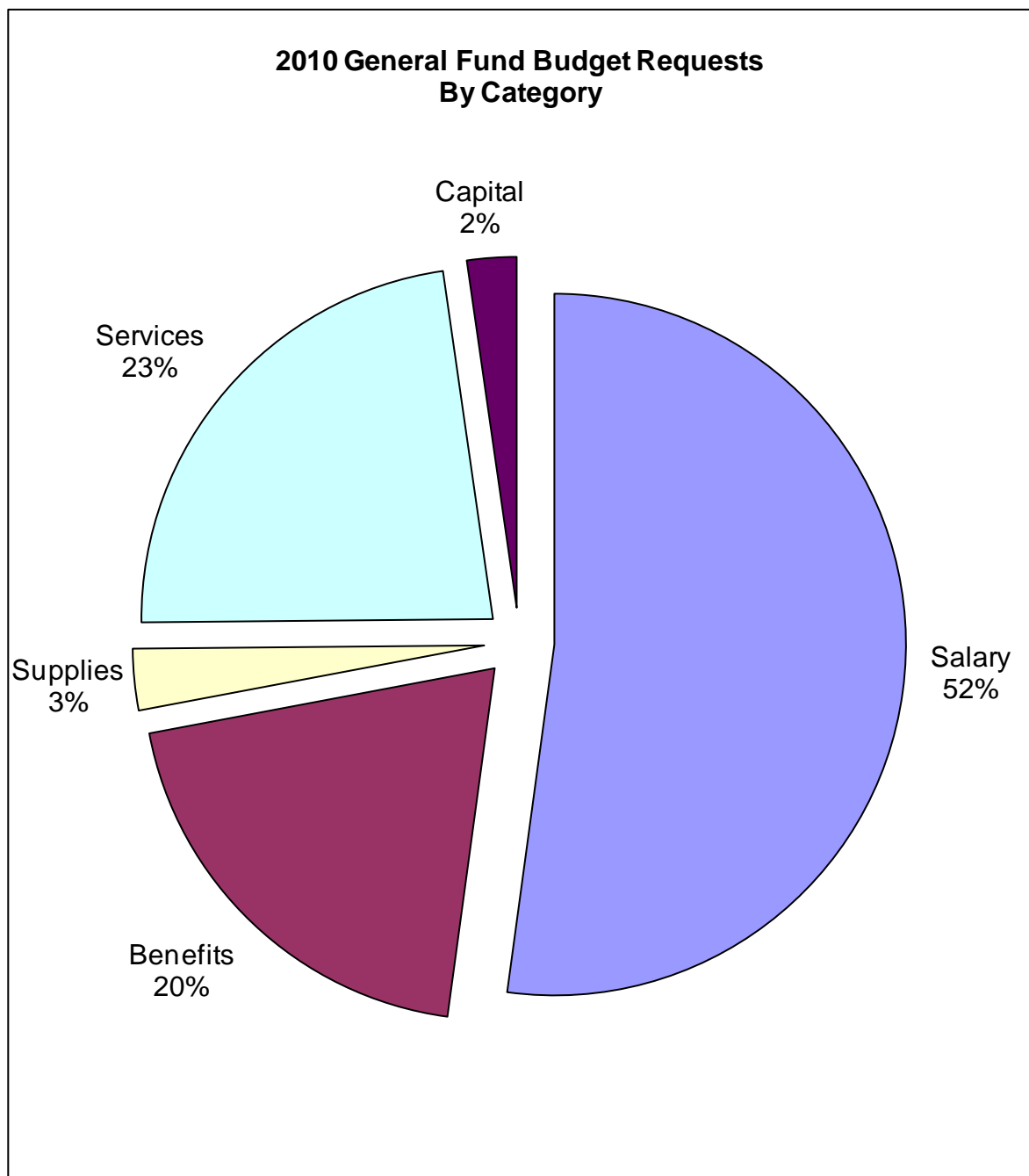
	ACTUAL 2008	AMENDED 2009 BUDGET	YTD 07/31/09	YEAR END 2009 ESTIMATE	PRELIMINARY ESTIMATE 2010	\$ CHANGE ESTIMATES 2010-2009	% CHANGE ESTIMATES 2010-2009
TAXES:							
PROPERTY	3,393,643	3,588,022	1,947,605	3,552,142	3,723,291	135,269	3.8%
EMS TAX LEVY	471,579	498,590	269,849	493,604	517,389	18,799	3.8%
RETAIL SALES	3,431,430	2,979,629	1,642,717	3,057,989	3,020,000	40,371	1.4%
NATURAL GAS USE	311,566	291,132	140,134	255,000	272,000	(19,132)	-6.6%
LOCAL CRIM JUST SALES TAX	318,546	309,403	153,234	267,868	281,904	(27,499)	-8.9%
IF TAXES - UTILITIES - WATER	134,083	142,736	62,654	140,000	145,000	2,264	1.6%
IF TAXES - UTILITIES - SEWER	154,636	154,840	96,674	155,000	165,000	10,160	6.6%
IF TAXES - UTILITIES - STORMWATER	0	15,250	7,626	26,000	36,500	21,250	0.0%
ADMISSIONS	402,274	276,833	110,681	200,110	263,756	(13,077)	-4.7%
UTIL TAX-ENERGY	1,126,090	1,271,455	702,683	1,200,000	1,125,000	(146,455)	-11.5%
UTIL.TAX-SOLID WASTE	223,277	233,677	109,800	233,000	245,000	11,323	4.8%
UTIL. TAX-TELEPHONE	392,838	415,169	221,488	400,000	415,000	(169)	0.0%
UTIL.TAX-WATER/SEWER	0	0	0	0	0	0	0.0%
LEASEHOLD EXCISE	33,615	35,000	39,682	60,885	40,000	5,000	14.3%
GAMBLING	121,034	132,747	82,703	165,406	147,747	15,000	11.3%
TOTAL TAXES:	\$10,514,611	\$10,344,483	\$5,587,531	\$10,207,004	\$10,397,587	\$53,104	0.5%
CABLE FRANCHISE							
	147,192	148,590	77,228	149,967	152,966	4,376	2.9%
OTHER LICENSES:							
	194,520	361,700	100,628	225,306	238,700	(123,000)	-34.0%
INTERGOVERNMENT:							
FEDERAL GRANT TOTALS	28,988	28,934	4,482	26,804	600	(28,334)	-97.9%
STATE GRANT TOTALS	2,964	0	1,726	1,726	0	0	
MOBILE HOME/TRAILER EXCISE	0	0	0	0	0	0	
MOTOR VEH EXCISE	0	26,860	24,699	26,860	26,860	0	0.0%
EQUALIZATION	0	0	0	0	0	0	
CITY ASSISTANCE	69,606	72,275	17,512	112,198	87,205	14,930	20.7%
LOCAL GOV'T ASSISTANCE	0	0	0	0	0	0	
MVET - CRIMINAL JUSTICE	26,911	0	0	0	0	0	
CTED CRIMINAL JUSTICE	4,854	0	0	0	0	0	
LIQUOR EXCISE	129,303	136,836	98,289	131,052	136,836	0	0.0%
LIQUOR PROFITS	181,564	199,553	92,437	196,500	199,553	(1)	0.0%
FIRE SERVICES WSU	587,292	723,700	515,870	723,700	723,700	0	0.0%
WHITMAN CTY LIBRARY DISTRICT	41,483	37,066	17,291	35,066	39,673	2,607	7.0%
EMS CONTRACTS	100,674	91,873	103,503	103,503	91,873	0	0.0%
SCHOOL INTERLOCAL	27,014	0	0	0	0	0	0.0%
SHARED COSTS WSU	0	0	0	0	0	0	
INTERGOV REC FACILITY-AQUATIC	56,896	60,000	34,533	59,200	60,000	0	0.0%
TOTAL INTERGOVT:	\$1,257,550	\$1,377,097	\$910,343	\$1,416,609	\$1,366,300	(\$10,798)	-0.8%
SERVICE CHARGES:							
	1,832,718	1,743,717	807,374	1,813,496	1,806,991	33,477	1.9%
INTERFUND CHGS:							
	332,315	355,426	144,722	339,597	325,629	(29,797)	-8.4%
FINES:							
	108,188	111,500	63,553	107,020	111,500	0	0.0%
INVESTMENT INCOME							
	307,968	136,500	42,721	77,337	86,500	(50,000)	-36.6%
OTHER MISC.							
	138,639	209,838	242,652	320,190	173,750	(36,088)	-17.2%
TOTAL MISC:	\$446,607	\$346,338	\$285,373	397,528	\$260,250	(\$86,088)	-24.9%
TOTAL REVENUES:	\$14,833,700	\$14,788,851	\$7,976,751	\$14,656,526	\$14,659,923	(\$128,928)	-0.9%
BEGINNING CASH:							
	3,510,045	3,424,601	3,424,601	3,424,601	2,564,571	(860,030)	-25.1%
TOTAL RESOURCES:	\$18,343,745	\$18,213,452	\$11,401,352	\$18,081,127	\$17,224,493	(\$988,959)	-5.4%

2010 General Fund Budget: Operating Requests

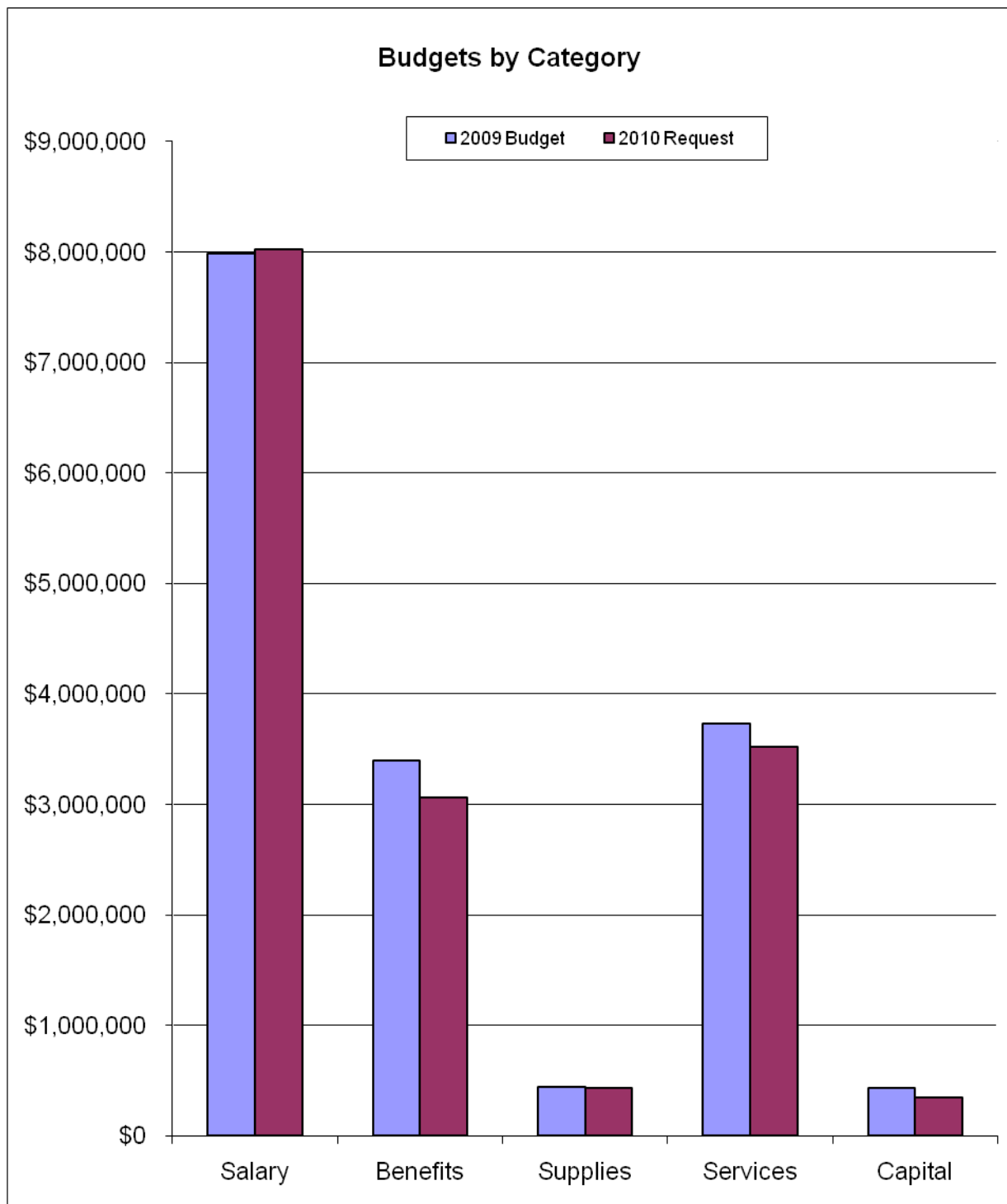


**2010 Total Operating Requests:
\$15,214,748**





**2010 Total Operating Requests:
\$15,396,529**



FUND NUMBER**TITLE****001****GENERAL FUND - EXPENDITURES**

EXPENDITURES: The Departmental Budget Request summary table lists 2010 General Fund Operating Expenditure requests totaling \$15,214,748. Overall, total operating requests represent a decrease of 3.5 percent below the 2009 amended budget. Total expenditure requests, including capital expenditures and capital transfers total \$15,396,529. This is a 3.7 percent decrease from the 2009 amended budget. Capital expenditure and transfer requests total \$181,781.

ESTIMATED ENDING CASH: This proposal establishes an estimated ending cash balance of \$1,827,965. It is the City Council's goal that this balance represents working capital equal to eight percent of operating expenditures (one month's expenditures) plus a five percent emergency reserve to provide funding for any unexpected expenditure requirements. The estimated cash balance does not meet the 13 percent goal. The projected ending cash balance, after CIP set aside, equals 11.36 of operating requests, or about 253,000 under goal.

OBJECT TOTALS: The following tables indicate the General Fund departmental requests by department and by expenditure category: salaries, benefits, supplies, general government expenditures, external support expenditures, operating transfers and capital expenditures, and transfers.

GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

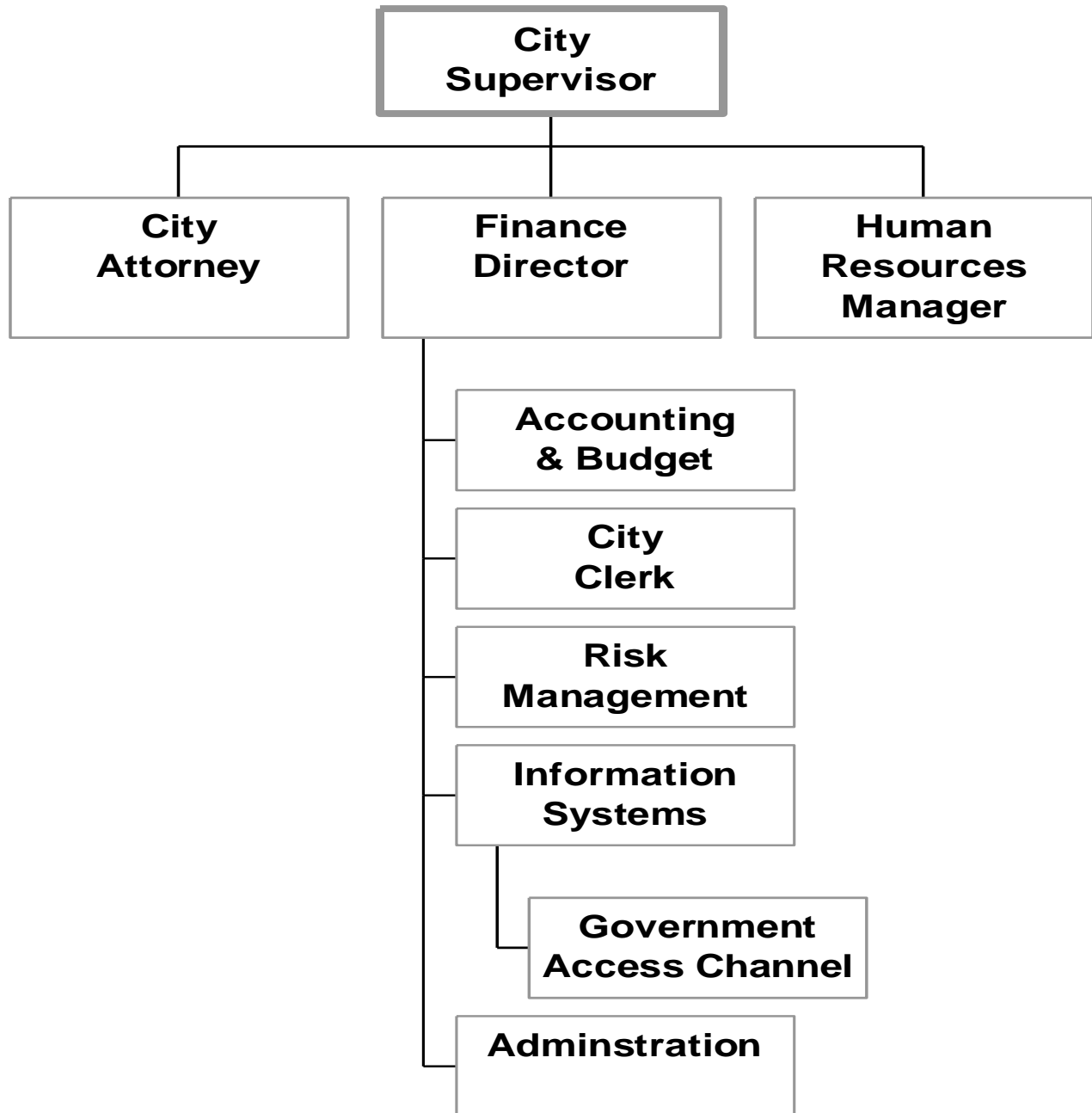
	2008	2009	YTD	2010	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>07/31/09</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
DEPARTMENT TOTALS:					
ADMIN/FINANCE	1,184,586	1,310,956	728,027	1,266,306	(44,650)
POLICE	4,874,374	5,114,517	2,871,705	5,059,476	(55,041)
FIRE	3,905,914	4,237,475	2,165,887	3,988,899	(248,576)
PUBLIC WORKS	595,236	667,820	338,783	636,642	(31,178)
PLANNING	237,027	263,702	143,422	261,251	(2,451)
PUBLIC SERVICE	2,404,292	2,662,360	1,450,887	2,577,090	(85,270)
G.GOV'T/EXT SUPPORT	355,610	197,737	131,723	176,632	(21,105)
LIBRARY	1,147,234	1,197,299	626,174	1,149,717	(47,582)
OPERATING TRANSFERS					
STREETS	0	61,923	61,923	61,923	0
INFO SYS-GOV'T ACCESS CHANNEL	0	4,799	4,799	4,799	0
GOVT BUILDINGS	0	18,510	9,255	0	(18,510)
AIRPORT	15,750	32,013	32,013	32,013	0
TOTAL OPERATING:	\$14,720,022	\$15,769,111	\$8,564,597	\$15,214,748	(\$554,363)
PERCENTAGE CHANGE:					-3.5%
<u>CAPITAL OUTLAYS:</u>					
C.I.P. PROJECTS	172,332	217,152	87,930	181,781	(35,371)
CAPITAL TRANSFERS:					
STREETS	0	0	0	0	0
INTERNAL SERVICES	0	0	0	0	0
OTHER FUNDS	0	0	0	0	0
G.O. BOND REDEMPT	0	0	0	0	0
TOTAL CAPITAL:	\$172,332	\$217,152	\$87,930	\$181,781	(\$35,371)
TOTAL GENERAL FUND:	\$14,892,354	\$15,986,263	\$8,652,527	\$15,396,529	(\$589,734)
PERCENTAGE CHANGE:					-3.7%
+ ENDING CASH	3,424,601	2,152,389	2,674,024	1,827,965	(324,424)

GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

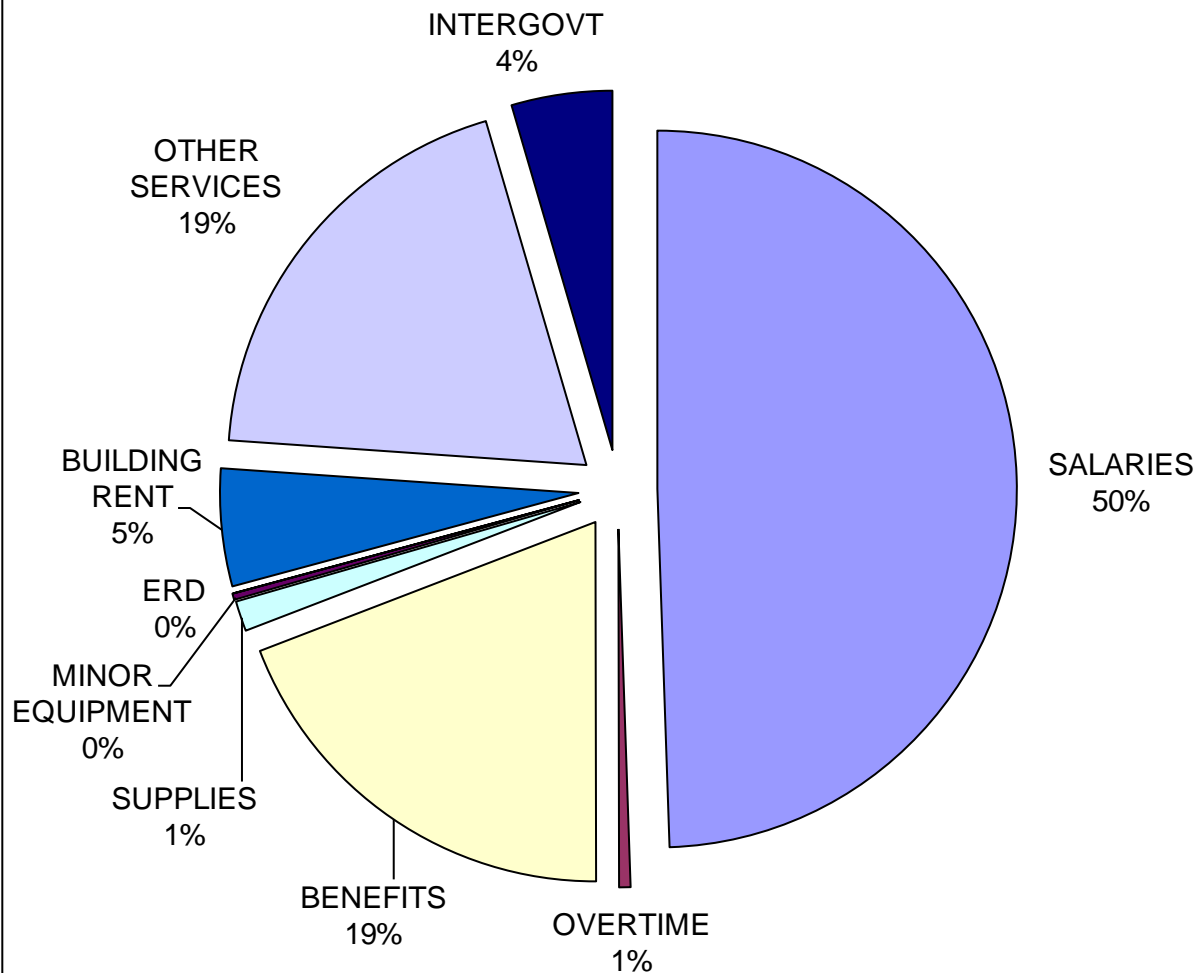
	2008	2009	YTD	2010		
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>07/31/09</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>	
ALL DEPARTMENTS						
SALARIES	6,994,387	7,496,641	4,195,580	7,592,292	95,651	1.3%
OVERTIME	568,708	490,100	262,917	436,954	(53,146)	-10.8%
BENEFITS	2,880,004	3,396,509	1,842,660	3,061,479	(335,030)	-9.9%
SUPPLIES	439,772	438,796	221,769	434,132	(4,664)	-1.1%
MINOR CAPITAL, BOOKS	268,189	212,019	95,092	168,380	(43,639)	-20.6%
ERD RENTAL	739,854	732,322	364,867	772,107	39,785	5.4%
BUILDING RENT	733,220	742,246	369,367	721,072	(21,174)	-2.9%
OTHER SERVICES	830,264	1,070,631	452,202	921,364	(149,267)	-13.9%
INFO SYS/INTERGOVT	894,265	874,865	520,430	831,601	(43,264)	-4.9%
TOTAL DEPT OPERATING:	\$14,348,663	\$15,454,129	\$8,324,885	\$14,939,381	(\$514,748)	-3.3%
GENERAL GOV'T	141,611	191,009	127,902	169,904	(21,105)	-11.0%
EXTERNAL SUPPORT	6,179	6,728	3,820	6,728	(0)	0.0%
OPER. TRANSFERS:	223,570	117,245	107,990	98,735	(18,510)	-15.8%
TOTAL OPERATING:	\$14,720,022	\$15,769,111	\$8,564,597	\$15,214,748	(\$554,363)	-3.5%
CAPITAL OUTLAYS	344,664	217,152	\$87,930	181,781	(35,371)	-16.3%
GRAND TOTAL:	\$15,064,686	\$15,986,263	\$8,652,527	\$15,396,529	(\$589,734)	-3.7%

City of Pullman

Administration & Finance



ADMINISTRATION AND FINANCE



TOTAL OPERATING REQUEST:
\$1,266,306

GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2008	2009	YTD	2010	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>07/31/09</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
ADMINISTRATION AND FINANCE					
SALARIES	604,861	624,532	367,350	626,283	1,751
OVERTIME	5,575	6,070	528	6,500	430
BENEFITS	215,851	262,066	140,017	242,971	(19,095)
SUPPLIES	15,937	16,806	5,300	17,250	444
MINOR EQUIPMENT	524	3,600	1,033	3,600	0
ERD	0	0	0	0	0
BUILDING RENT	80,884	74,133	37,067	67,101	(7,032)
OTHER SERVICES	216,966	254,802	145,507	245,259	(9,543)
INFO SYS/INTERGOVT	43,989	68,947	31,225	57,342	(11,605)
TOTAL OPERATING:	\$1,184,586	\$1,310,956	\$728,027	\$1,266,306	(\$44,650)

ACTIVITY:

Legislative

ACTIVITY DESCRIPTION:

Policy direction and guidance of future municipal activities.

GOAL:

The mission of the Pullman City Council is to provide visionary leadership in policy making to enable the city to provide quality services at reasonable rates.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Responding to public input. Increasing public awareness. Adoption of annual city goals. Knowledge of overall city activities. Conducting City Council meetings each month which address relevant and timely issues. Participating in assigned boards, commissions, and committees.

BUDGET:

\$130,743

MAJOR BUDGET CHANGES:

Election costs are decreased because we have no municipal elections for 2010. On election day we were informed by Whitman County officials that they intend to change the formula for calculating voter registration charges. If implemented this will necessitate a budget amendment in 2009 of approximately \$15,000 and a similar increase in the proposed 2010 budget.

MEASUREMENT TECHNIQUE:

Council to provide legally required decisions, policy direction by means of identified goals, implementation of policy goals through budget and public contact/awareness/education.

GENERAL FUND 2010 BUDGET REQUESTS

	2008 <u>ACTUAL</u>	AMENDED 2009 <u>BUDGET</u>	YTD <u>07/31/09</u>	2010 <u>REQUEST</u>	<u>\$ CHANGE</u>
LEGISLATIVE					
SALARIES	29,600	30,000	17,500	33,600	3,600
OVERTIME	0	0	0		0
BENEFITS	2,342	2,870	1,384	2,894	24
SUPPLIES	2,548	4,000	784	3,000	(1,000)
MINOR EQUIPMENT	0	0	976		0
ERD RENTAL	0	0	0		0
BUILDING RENT	39,516	33,165	16,583	30,019	(3,146)
OTHER SERVICES	20,750	30,000	16,784	28,000	(2,000)
AWC;INTGOVT	17,429	43,230	18,366	33,230	(10,000)
TOTAL:	\$112,185	\$143,265	\$72,378	\$130,743	(\$12,522)

AUTHORIZED STAFFING	
Position	Number Elected
Councilmembers	7.00
Total	7.00

ACTIVITY:

Mayor

ACTIVITY DESCRIPTION:

Overall administrative coordination of municipal activities. Major spokesperson for city before state agency hearings and legislative activities. Responsible for board and commission appointments. Serves as chair for Pullman-Moscow Regional Airport Board as well as maintaining contact with other regional organizations. Provide for public education and contact as appropriate.

GOAL:

Ensure that City Council policies are carried out in a timely manner. Increase (or decrease) as necessary state and regional contacts in order to maintain representation of city position(s) on issues. Maintain a full roster of members on various boards and commissions. Increase public awareness of municipal activities and issues.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Delegation of appropriate activities to City Supervisor and others, especially administrative coordination and carrying out City Council policies. Quality representation of city before state and regional bodies. Boards and commissions have a full roster of members. Public awareness of municipal government activities enhanced by news releases, public group talks/presentations, and individual contacts. Represent the city at community events. The budgeted service level provides for the carrying out of these responsibilities by one budgeted position.

BUDGET:

\$21,345

MAJOR BUDGET CHANGES:

None

MEASUREMENT TECHNIQUE:

City Council and public review of Mayor's activities and providing of feedback as appropriate.

GENERAL FUND 2010 BUDGET REQUESTS

	2008 <u>ACTUAL</u>	AMENDED 2009 <u>BUDGET</u>	YTD <u>07/31/09</u>	2010 <u>REQUEST</u>	<u>\$ CHANGE</u>
MAYOR					
SALARIES	17,000	17,000	9,917	17,000	0
OVERTIME	0	0	0		0
BENEFITS	1,401	1,395	817	1,595	200
SUPPLIES	431	0	0	250	250
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
OTHER SERVICES	0	3,000	1,956	2,500	(500)
INTERGOVERNMENT	1,889	0	0		0
TOTAL:	\$20,721	\$21,395	\$12,690	\$21,345	(\$50)

AUTHORIZED STAFFING	
Position	Number Elected
Mayor	1.00
Total	1.00

ACTIVITY:

City Supervisor

ACTIVITY DESCRIPTION:

Supervises, administers, and coordinates the activities of city departments.

GOAL:

Create an organizational environment which is characterized by responsiveness to the citizens of Pullman, effectiveness in carrying out City Council directives, and competence in managerial practices conducive to employee motivation, cost efficiencies, and overall productivity.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Responsiveness to citizen needs based on citywide perspective rather than narrow interests.

Presentation directly and through departments of quality staff reports so that the City Council will have the necessary information needed to make rational policy decisions.

Effectiveness in carrying out City Council directives through ordinances, resolutions, program development, or other vehicles.

Competence in managerial practices as reflected by balanced budgets, motivated employees, and high overall organizational productivity.

The budgeted service level provides funding for the carrying out of these responsibilities by one full-time position. Outside consulting assistance, such as in labor relations, is normally charged to the appropriate department.

BUDGET:

\$154,026

MAJOR BUDGET CHANGES:

None

MEASUREMENT TECHNIQUE:

Feedback on performance will be given through performance evaluations and discussions at goal-setting sessions, City Council workshops, employee chats, etc.

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GENERAL FUND 2010 BUDGET REQUESTS

	2008 <u>ACTUAL</u>	AMENDED 2009 <u>BUDGET</u>	YTD <u>07/31/09</u>	2010 <u>REQUEST</u>	<u>\$ CHANGE</u>
CITY SUPERVISOR					
SALARIES	113,148	115,038	66,003	115,416	378
OVERTIME	0	0	0		0
BENEFITS	32,441	35,849	21,329	33,310	(2,539)
SUPPLIES	53	100	48	100	0
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
OTHER SERVICES	0	6,200	3,624	5,200	(1,000)
INTERGOVERNMENT	4,110	0	0		0
TOTAL:	\$149,752	\$157,187	\$91,003	\$154,026	(\$3,161)

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
City Supervisor	1.00
Total	1.00

ACTIVITY:

Finance

ACTIVITY DESCRIPTION:

Provide accounting, budgeting, auditing, and financial reporting services for all City activities plus the Pullman-Moscow Airport; maintain official City records and City clerk functions; provide administrative support to elected officials, management and staff; establish and manage financial, accounting and City-wide networked computer systems; oversee all City risk management and insurance programs covering property and liability exposures; serve on labor contract negotiation team.

GOAL:

Produce, interpret and disseminate correct and timely financial data and services to ensure that the City's resources are used in the most efficient manner, consistent with City Council's budget directives.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Monitor overall City budget; confirm that resources are sufficient to sustain this budget.

Maintain the City's financial/accounting and reporting systems free of major audit findings.

BUDGET:

\$ 776,163

MAJOR BUDGET CHANGES:

None

MEASUREMENT TECHNIQUE:

Maintain annual reports free of major audit findings. Install accounting and reporting methods to conform to federal and state standards. Provide timely and relevant data to departments for improved budget management. Ensure access to, and location of, all official files and records. Minimize liability exposures and insurance costs.

GENERAL FUND 2010 BUDGET REQUESTS

	2008	AMENDED 2009	YTD	2010	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/09</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
FINANCE					
SALARIES	376,047	390,418	226,660	388,123	(2,295)
OVERTIME	5,575	6,070	528	6,500	430
BENEFITS	161,225	201,122	103,370	186,896	(14,226)
SUPPLIES	10,748	11,100	3,806	10,600	(500)
MINOR EQUIPMENT	524	3,600	57	3,600	0
ERD RENTAL	0	0	0	0	0
BUILDING RENT	41,368	40,968	20,484	37,082	(3,886)
OTHER SERVICES	26,560	125,293	58,791	119,250	(6,043)
INFOSYS/INTGOVT	93,137	25,717	12,859	24,112	(1,605)
TOTAL:	\$715,184	\$804,288	\$426,555	\$776,163	(\$28,125)

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Finance Director	1.00
Information Services Manager	1.00
Accounting Manager	1.00
Accountant	1.00
Information Services Technician	1.00
Accounting Specialist	2.00
Deputy City Clerk	1.00
Executive Assistant	1.00
Administrative Clerk	0.50
Total	9.50

ACTIVITY:

City Attorney

ACTIVITY DESCRIPTION:

Perform necessary legal work and provide legal advice to the City Council, Mayor, Commissions and Boards, City Supervisor, and various City departments.

GOAL:

Strive to have City policies, procedures, and actions formulated and conducted within the scope of its legal authority.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Preservation of the City's legal integrity. Maintenance of City Code to conform with state and local legislative changes.

BUDGET:

\$84,509

MAJOR BUDGET CHANGES:

None

MEASUREMENT TECHNIQUE:

Implementation of goals established with City Council and Administration.

Hold legal challenges against the City to a minimum.

GENERAL FUND 2010 BUDGET REQUESTS

	2008 <u>ACTUAL</u>	AMENDED 2009 <u>BUDGET</u>	YTD <u>07/31/09</u>	2010 <u>REQUEST</u>	<u>\$ CHANGE</u>
CITY ATTORNEY					
SALARIES	0	0	0	0	0
OVERTIME	0	0	0		0
BENEFITS	0	0	0		0
SUPPLIES	776	606	420	300	(306)
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
INFO SYSTEMS	0	0	0		
OTHER SERVICES	93,487	84,209	61,655	84,209	0
INTERGOVERNMENT	0	0	0		0
TOTAL:	\$94,263	\$84,815	\$62,076	\$84,509	(\$306)

AUTHORIZED STAFFING	
Position	Number
City Attorney	1.00
Total	1.00

ACTIVITY:

Human Resources

ACTIVITY DESCRIPTION:

Provides comprehensive human resource management services for all City departments; maintains and administers employee benefits and the pay and classification plan; develops and monitors an equal employment recruitment program; serves as the safety officer; and coordinates Drug and Alcohol Testing program; administers all other personnel matters including New Hire and Employee Assistance Programs; participates in labor negotiations.

GOAL:

Locate best qualified candidates for open positions within a reasonable time frame.

Provide assistance to management and staff in all areas of human resource management so that a cohesive working relationship is maintained in accordance with professional standards, state and federal laws, labor contracts, and City policies and procedures.

To obtain the best available training materials within the budget provided.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Responsiveness to the needs of department heads, City employees, and job applicants.

Effectiveness in filling employment positions within the City.

Ability to provide training methods and other functions to assist staff development.

Ability to track federal and state mandated programs such as the Family and Medical Leave Act (FMLA), the Health Insurance Portability and Accountability Act (HIPPA), and the New Hire Reporting Act.

The budgeted service level allows for the provision of these responsibilities through one full-time position and provides the additional resources needed to provide and track citywide training that includes Diversity Training, Effective Supervisory Training, Sexual Harassment, Employment and Labor Law, Safety, and other training as needed. Manage the labor relations activities of the City.

BUDGET:

\$99,520

MAJOR BUDGET CHANGES:

\$2,000 was added to the Human Resources supply budget for Employee Wellness. AWC will require \$10 per employee in order to be eligible for a 2% reduction in insurance premiums in 2012. Funds will be allocated in 2010 to qualify for the 2011 Well City Award which will be the basis for a reduction in insurance premiums for 2012.

MEASUREMENT TECHNIQUE:

Through performance evaluation and goal-setting sessions with City Supervisor.

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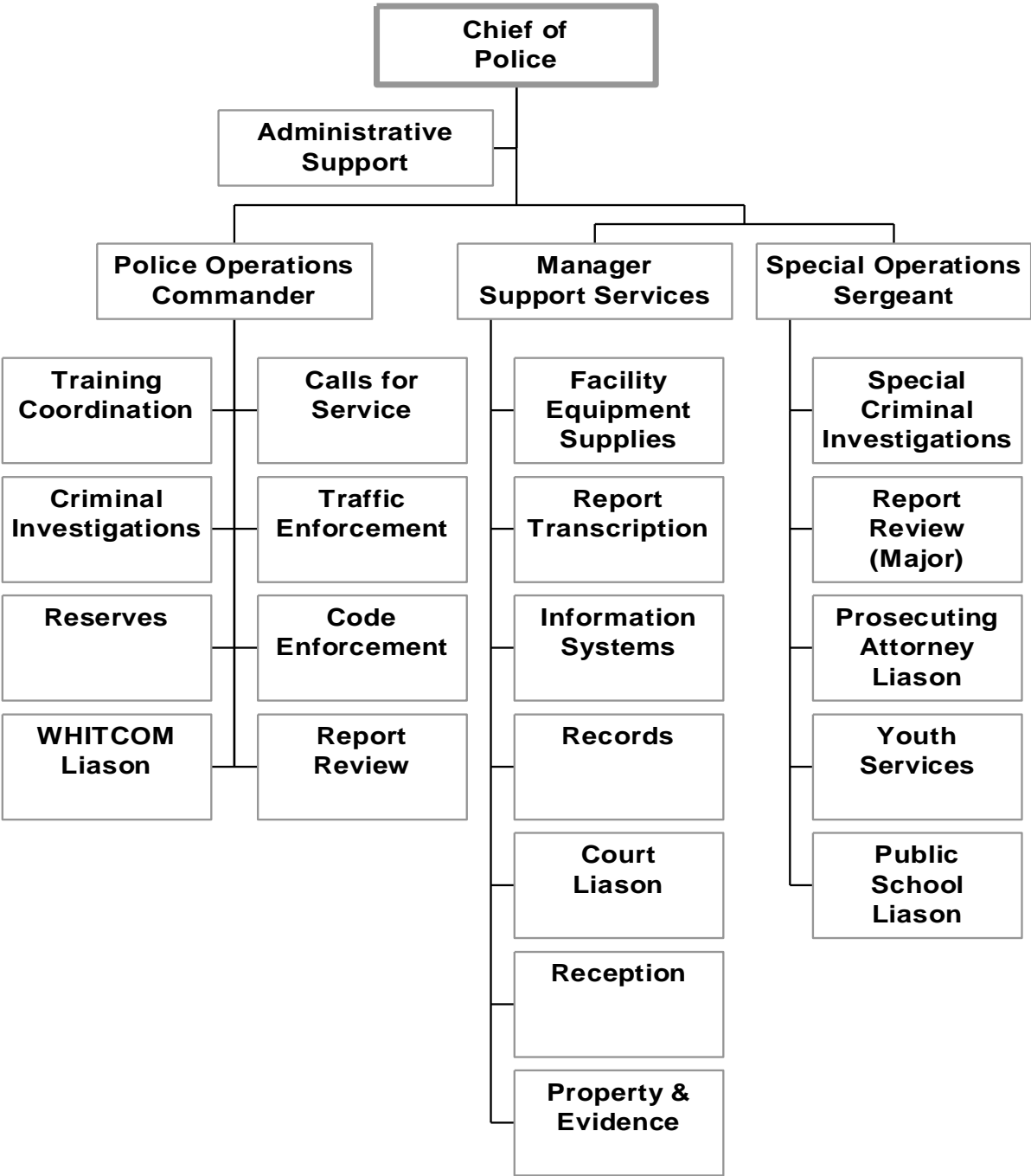
GENERAL FUND 2010 BUDGET REQUESTS

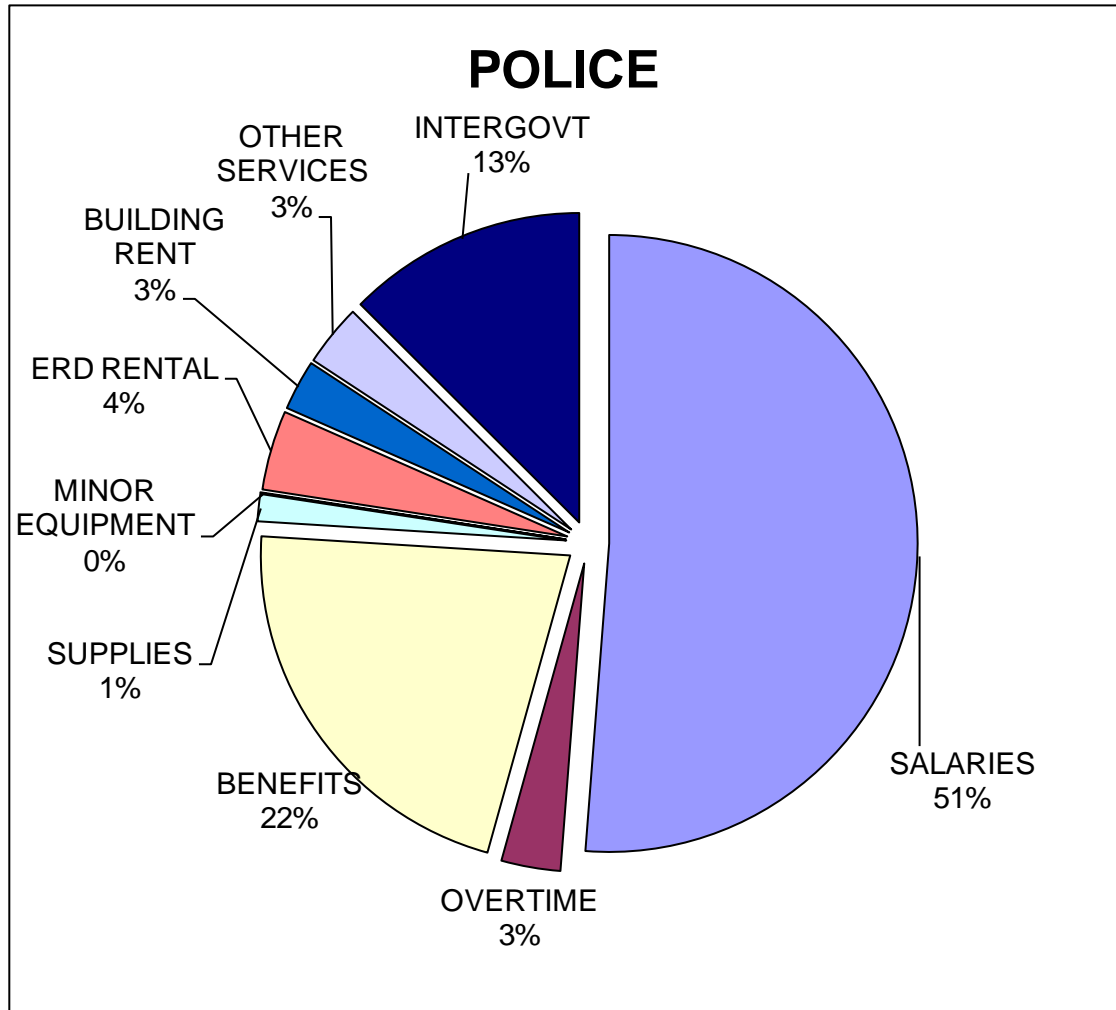
	2008 <u>ACTUAL</u>	AMENDED 2009 <u>BUDGET</u>	YTD 07/31/09	2010 <u>REQUEST</u>	<u>\$ CHANGE</u>
HUMAN RESOURCES					
SALARIES	69,066	72,076	47,270	72,144	68
OVERTIME	0	0	0		0
BENEFITS	18,441	20,830	13,117	18,276	(2,554)
SUPPLIES	1,381	1,000	242	3,000	2,000
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
OTHER SERVICES	0	6,100	2,697	6,100	0
INTERGOVERNMENT	3,593	0	0	0	0
TOTAL:	\$92,481	\$100,006	\$63,326	\$99,520	(\$486)

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Human Resources Manager	1.00
Total	1.00

City of Pullman

Police Department





TOTAL OPERATING REQUEST:
\$5,059,476

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GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2008	2009	YTD	2010	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>07/31/09</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
POLICE					
SALARIES	2,258,122	2,500,529	1,385,274	2,591,946	91,417
OVERTIME	189,148	149,440	87,424	156,705	7,265
BENEFITS	1,093,320	1,226,617	695,239	1,095,931	(130,686)
SUPPLIES	71,910	71,908	36,974	71,500	(408)
MINOR EQUIPMENT	65,783	15,966	11,253	1,800	(14,166)
ERD RENTAL	258,464	202,838	101,419	210,952	8,114
BUILDING RENT	150,009	148,302	74,151	133,300	(15,002)
OTHER SERVICES	122,041	177,045	85,831	163,651	(13,394)
INFO SYS/INTERGOVT	665,577	621,872	394,140	633,691	11,819
TOTAL:	\$4,874,374	\$5,114,517	\$2,871,705	\$5,059,476	(\$55,041)

ACTIVITY:

Law Enforcement and Detention

ACTIVITY DESCRIPTION:

Serve and protect persons and property in the city of Pullman. Enforce Pullman City Code, federal and state laws; maintain peace and order; protect property; assure personal safety; and assist citizens in urgent situations. Provide for general animal control, enforcement of laws pertaining to domestic animals and parking violation enforcement. This activity includes uniformed police officers, records specialists, and parking enforcement officers/code enforcement officers.

GOAL:

Continue to aggressively pursue crime prevention and problem solving approaches utilizing citizen involvement, particularly with the beat officer concept on College Hill and the youth services officer in the public schools. Provide consistent traffic enforcement and narcotics enforcement. Continue on course with the long-range plan assuring issues identified by the City Council is addressed in the plan.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Feedback regarding improved levels of safety on College Hill; better traffic safety; and lower incidents of crime due to increased preventive measures. Feedback from police staff, Police Advisory Committee and City Council regarding the department being progressive and positively addressing goals and concerns.

BUDGET:

\$4,725,599

MAJOR BUDGET CHANGES:

Uniform personnel received 2.5% increase to salaries in compliance with current City/Guild contract. Ammunition costs have taken a dramatic increase and availability is limited with shipments anticipated to take nine months to a year after the order is placed.

MEASUREMENT TECHNIQUE:

Feedback from the Police Advisory Committee, police staff and citizens.

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GENERAL FUND 2010 BUDGET REQUESTS

	2008 <u>ACTUAL</u>	AMENDED 2009 <u>BUDGET</u>	YTD <u>07/31/09</u>	2010 <u>REQUEST</u>	<u>\$ CHANGE</u>
LAW ENFORCEMENT AND DETENTION					
SALARIES	2,258,122	2,500,529	1,385,274	2,591,946	91,417
OVERTIME	189,148	149,440	87,424	156,705	7,265
BENEFITS	1,093,320	1,226,617	695,239	1,095,931	(130,686)
SUPPLIES	71,897	71,908	36,960	71,500	(408)
MINOR EQUIPMENT	65,783	15,966	11,253	1,800	(14,166)
ERD RENTAL	258,464	202,838	101,419	210,952	8,114
BUILDING RENT	150,009	148,302	74,151	133,300	(15,002)
INFO SYSTEMS	31,731	34,417	17,209	34,120	(297)
OTHER SERVICES	122,041	110,340	53,323	98,850	(11,490)
INTERGOVERNMENT	311,563	324,515	162,008	330,495	5,980
TOTAL:	\$4,552,080	\$4,784,872	\$2,624,259	\$4,725,599	(\$59,273)

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Police Chief	1.00
Police Operations Commander	1.00
Support Services Manager	1.00
Police Administrative Assistant	1.00
Information Services Specialist	1.00
Sergeant: Patrol	3.00
Special Operations Sergeant	1.00
Officer: Patrol	18.00
Officer: Detective - Crimes Against Persons	1.00
Officer: Detective - Juvenile Crimes	1.00
Officer: Detective - Narcotics/Drug Investigations	1.00
Officer: Youth Services	1.00
Code Enforcement Officers	3.00
Records Specialist	7.60
Total	41.60

ACTIVITY:

Communications

ACTIVITY DESCRIPTION:

Services provided by WHITCOM, consolidated dispatch and call taking, under interlocal agreement.

GOAL:

Quality dispatching of Pullman police, fire and emergency medical services.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Feedback from officers and the public on the service level provided by WHITCOM.

BUDGET:

\$283,741

MAJOR BUDGET CHANGES:

WHITCOM contributions are \$218,940 and IS charges are \$64,801.

MEASUREMENT TECHNIQUE:

Number of calls received and dispatched. Reports from police staff, the public, and the WHITCOM executive board.

GENERAL FUND 2010 BUDGET REQUESTS

	2008	AMENDED 2009	YTD	2010	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/09</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
COMMUNICATIONS					
SALARIES	0	0	0		0
OVERTIME	0	0	0		0
BENEFITS	0	0	0		0
SUPPLIES	12	0	14		0
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
INFO SYSTEMS	0	0	0		0
OTHER SERVICES	0	66,705	32,508	64,801	(1,904)
INTERGOVERNMENT	285,645	218,940	196,713	218,940	0
TOTAL:	\$285,657	\$285,645	\$229,234	\$283,741	(\$1,904)

ACTIVITY:

Animal Control

ACTIVITY DESCRIPTION:

Fulfillment of the contract extension with Whitman County Humane Society. Maintenance of the shelter facility.

GOAL:

Provide for shelter facilities for animals impounded by code enforcement officers. Promote responsible pet ownership, increase adoptions, and reduce euthanasia.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Monthly reports submitted by the Whitman County Humane Society.

BUDGET:

\$50,136

MAJOR BUDGET CHANGES:

Increase in support to Whitman County Humane Society

MEASUREMENT TECHNIQUE:

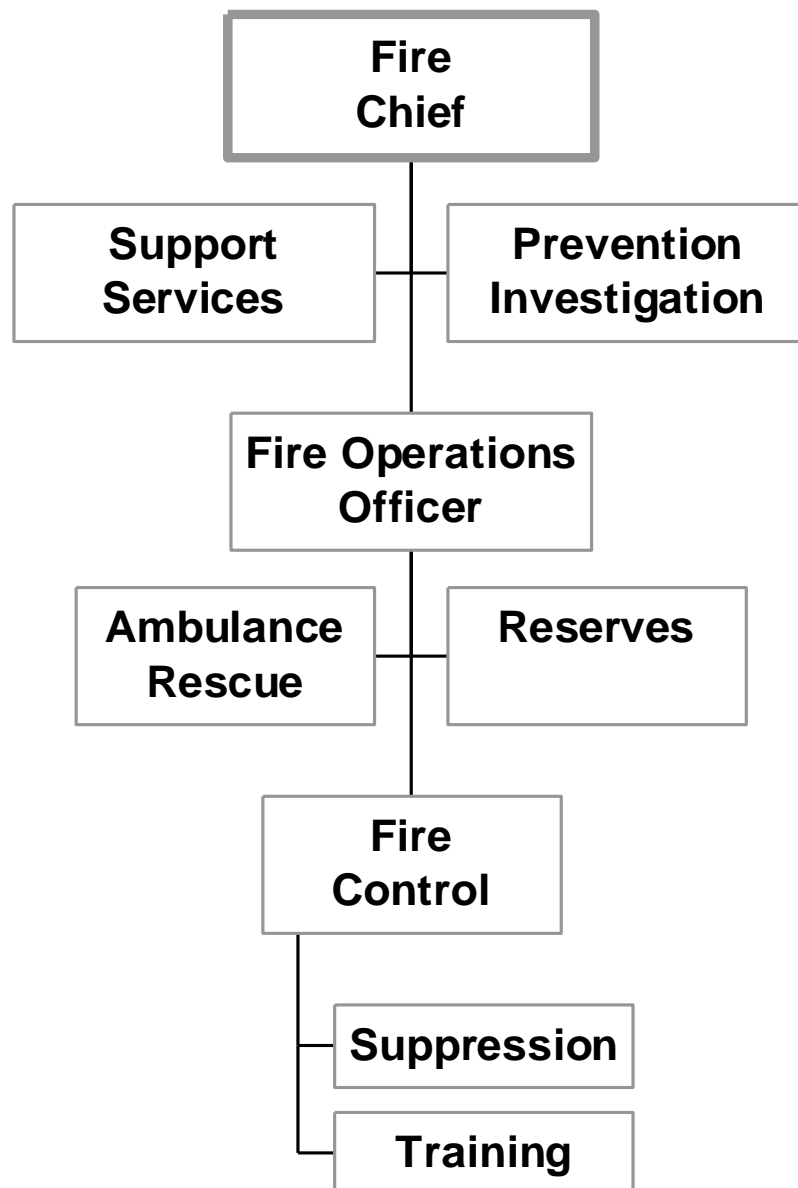
Obtain a monthly report of activity.

GENERAL FUND 2010 BUDGET REQUESTS

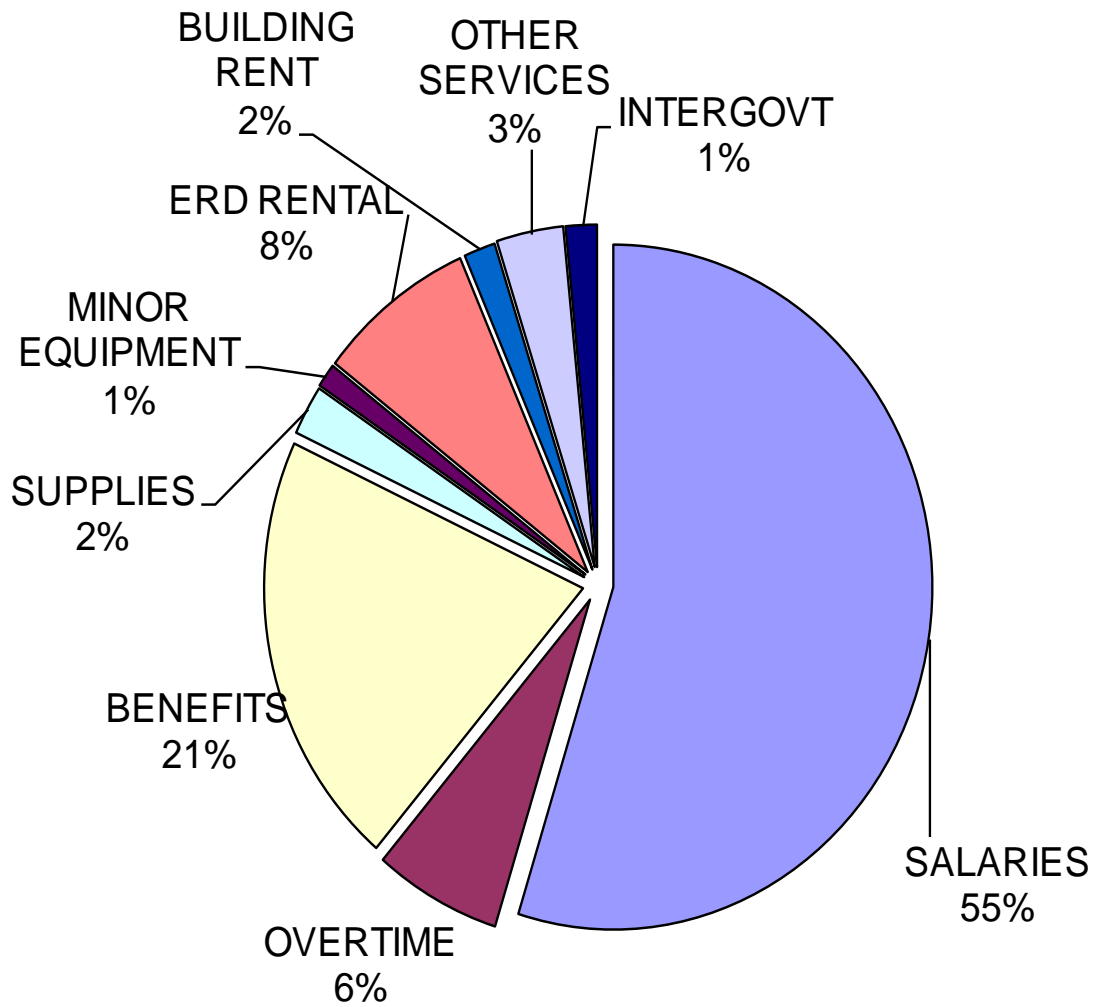
	2008	AMENDED 2009	YTD	2010	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/09</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
ANIMAL CONTROL					
SALARIES	0	0	0		0
OVERTIME	0	0	0		0
BENEFITS	0	0	0		0
SUPPLIES	0	0	0		0
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	0	0	0		0
BUILDING RENT	0	0	0		0
INFO SYSTEMS	0	0	0		0
OTHER SERVICES	0	0	0		0
INTERGOVERNMENT	36,637	44,000	18,212	50,136	6,136
TOTAL:	\$36,637	\$44,000	\$18,212	\$50,136	\$6,136

City of Pullman

Fire Department



FIRE SERVICES



TOTAL OPERATING REQUEST:
\$3,988,899

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GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2008	2009	YTD	2010	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>07/31/09</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
FIRE SERVICES					
SALARIES	2,003,833	2,160,954	1,145,906	2,186,499	25,545
OVERTIME	359,336	316,663	164,896	257,091	(59,572)
BENEFITS	847,268	971,289	516,647	825,426	(145,863)
SUPPLIES	82,651	90,213	46,488	94,213	4,000
MINOR EQUIPMENT	51,269	57,485	9,219	44,750	(12,735)
ERD RENTAL	311,702	323,708	161,854	319,631	(4,077)
BUILDING RENT	77,030	67,156	33,578	63,310	(3,846)
OTHER SERVICES	112,996	187,654	56,338	135,025	(52,629)
INFO SYS/INTERGOVT	59,830	62,353	30,963	62,954	601
TOTAL OPERATING:	\$3,905,914	\$4,237,475	\$2,165,887	\$3,988,899	(\$248,576)

ACTIVITY:

Fire Control

ELEMENTS:

Administration-Suppression-Prevention/Investigation, Training, and Facilities.

ACTIVITY DESCRIPTION:

Administration of the activities of the department; response to and management of fire, disasters, and hazardous materials incidents.

The prevention of fires through fire-safety inspections, code compliance, and public education targeting fire hazard recognition and hazard reduction.

Preparation of personnel to function safely and effectively in a variety of emergency situations. Maintain two stations which house equipment and personnel, to ensure facilities are safe and meet community standards.

GOAL:

To save lives, protect property, and ensure the safety of the community when an emergency incident occurs.

To manage the department following City Council goals within the authorized budget.

To reduce the incidents of fires and provide fire cause determination through investigations.

To provide training to improve employees' proficiency to function as identified by local need and applicable national and state standards.

Ensure equipment and personnel are safely housed.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Follow City Council direction through program development and implementation.

Provide five minute or less response for initial arriving pieces of equipment.

To reduce the number of fires by identified causes.

Maintain an effective training program so that all members perform their jobs with skill and efficiency.

Ensure facilities are adequate and well maintained.

BUDGET:

\$2,104,453

MAJOR BUDGET CHANGES:

None

MEASUREMENT TECHNIQUE:

To be measured through quarterly reports.

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GENERAL FUND 2010 BUDGET REQUESTS

	2008 <u>ACTUAL</u>	AMENDED 2009 <u>BUDGET</u>	YTD <u>07/31/09</u>	2010 <u>REQUEST</u>	<u>\$ CHANGE</u>
FIRE CONTROL					
SALARIES	1,387,586	1,106,410	757,424	1,111,509	5,099
OVERTIME	169,641	183,627	75,996	153,865	(29,762)
BENEFITS	600,847	572,491	354,176	445,590	(126,901)
SUPPLIES	36,571	40,354	21,573	42,354	2,000
MINOR EQUIPMENT	30,197	34,085	3,838	24,450	(9,635)
ERD RENTAL	188,717	152,813	76,407	152,076	(737)
BUILDING RENT	38,515	33,578	16,789	31,655	(1,923)
INFO SYSTEMS	49,897	52,353	26,177	52,954	601
OTHER SERVICES	70,415	145,204	39,855	90,000	(55,204)
INTERGOVERNMENT	0	0	0		0
TOTAL:	\$2,572,385	\$2,320,915	\$1,372,235	\$2,104,453	(\$216,462)

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Fire Chief	1.00
Operations Officer	1.00
Captain	3.00
Lieutenant	3.00
Fire Prevention Officer	1.00
Fire Training Officer	1.00
Firefighter	21.00
Administrative Specialist	1.00
Total	32.00
Reserve Firefighter	25.00

ACTIVITY:

Ambulance/Emergency Aid

ELEMENTS:

Ambulance, Training, and Rescue

ACTIVITY DESCRIPTION:

Operation of the ambulance for emergency medical services.

Preparation of personnel to function safely and effectively during a medical emergency.

Operation of a rescue unit, staffed by reserve personnel which support fire control and ambulance services.

GOAL:

To provide emergency medical services to the citizens of Pullman and outlying rural areas.

To provide training to improve the employees' proficiency to function as identified by local need and applicable state standards.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

To be able to respond to requests for service in the City within five minutes of dispatch.

To provide a transport capability for outlying rural areas.

To maintain an effective training program so that all members perform with skill and efficiency.

BUDGET:

\$1,884,446

MAJOR BUDGET CHANGES:

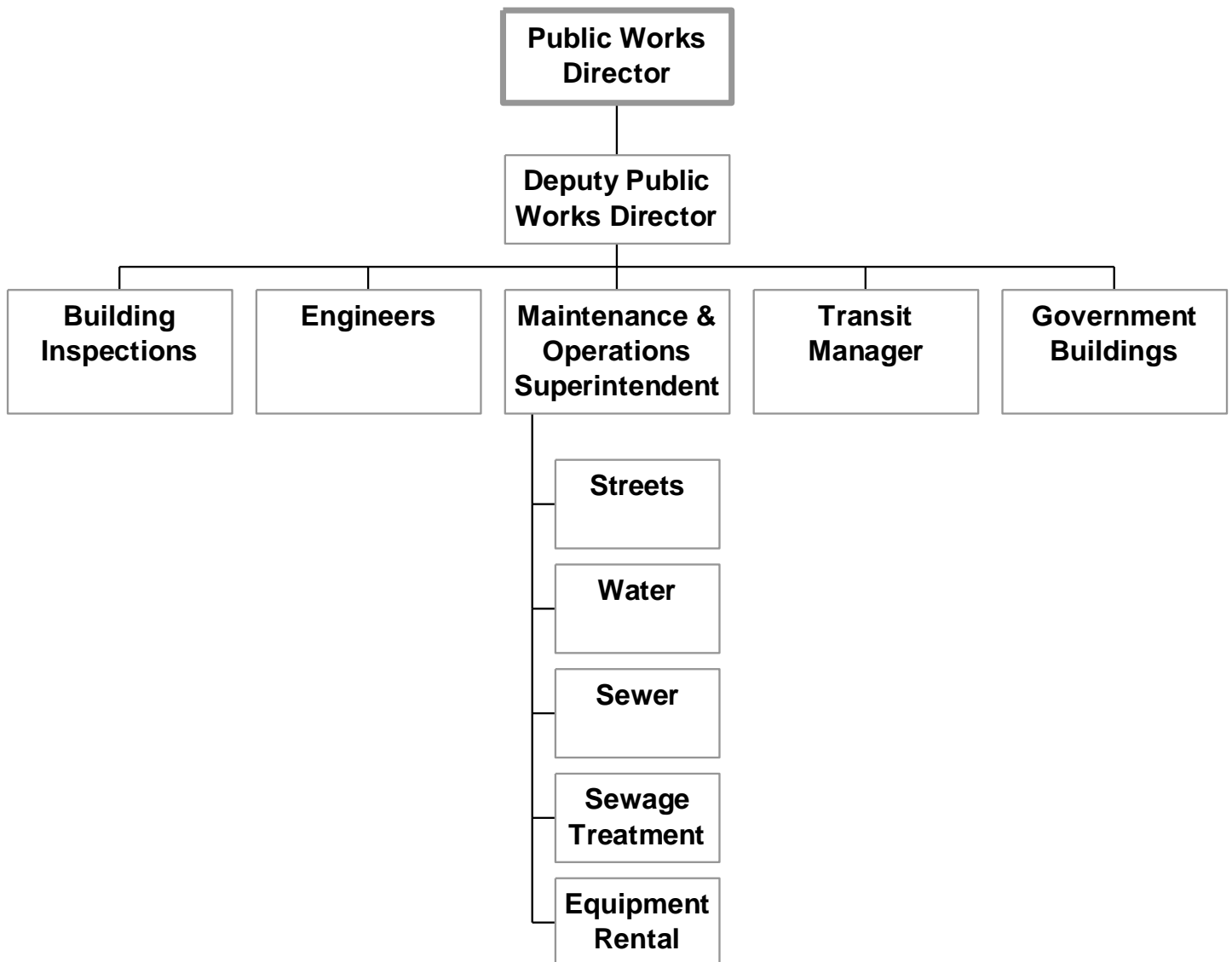
None

GENERAL FUND 2010 BUDGET REQUESTS

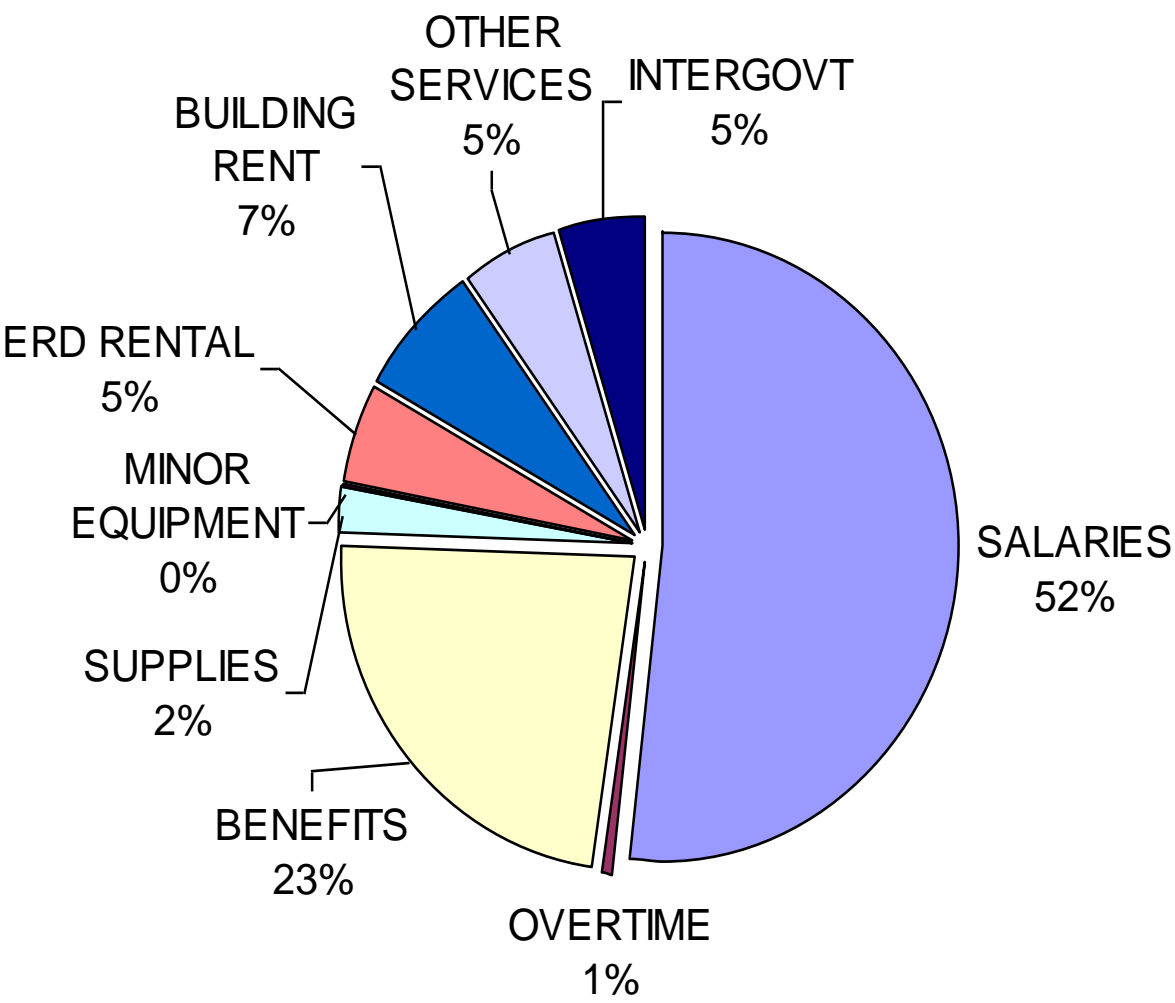
	2008	AMENDED 2009	YTD	2010	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/09</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
AMBULANCE & EMERGENCY AID					
SALARIES	616,247	1,054,544	388,482	1,074,990	20,446
OVERTIME	189,694	133,036	88,899	103,226	(29,810)
BENEFITS	246,421	398,798	162,470	379,836	(18,962)
SUPPLIES	46,080	49,859	24,915	51,859	2,000
MINOR EQUIPMENT	21,073	23,400	5,381	20,300	(3,100)
ERD RENTAL	122,985	170,895	85,448	167,555	(3,340)
BUILDING RENT	38,515	33,578	16,789	31,655	(1,923)
INFO SYSTEMS	0	0	0	0	0
OTHER SERVICES	42,581	42,450	16,482	45,025	2,575
INTERGOVERNMENT	9,933	10,000	4,786	10,000	0
TOTAL:	\$1,333,528	\$1,916,560	\$793,653	\$1,884,446	(\$32,114)

City of Pullman

Public Works Department



PUBLIC WORKS



TOTAL OPERATING REQUEST:
\$636,642

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GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2008	2009	YTD	2010	
	<u>ACTUAL</u>	<u>AMENDED BUDGET</u>	<u>07/31/09</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
PUBLIC WORKS					
SALARIES	340,964	346,390	191,524	351,279	4,889
OVERTIME	288	4,309	101	4,358	49
BENEFITS	140,650	154,698	85,544	150,361	(4,337)
SUPPLIES	8,673	15,200	2,927	14,750	(450)
MINOR EQUIPMENT	3,591	2,300	471	2,200	(100)
ERD RENTAL	25,062	32,393	16,197	13,867	(18,526)
BUILDING RENT	31,027	46,820	21,654	38,848	(7,972)
OTHER SERVICES	17,241	35,175	6,655	33,485	(1,690)
INFO SYS/INTERGOVT	27,741	30,535	13,711	27,494	(3,041)
 TOTAL OPERATING:	 \$595,236	 \$667,820	 \$338,783	 \$636,642	 (\$31,178)

ACTIVITY:

Protective Inspections

ACTIVITY DESCRIPTION:

Provide technical plan review, inspections of structures under construction, and supervision of special inspections. Provide education concerning state building code requirements to the public, contractors, developers, architects, engineers and business people through meetings, classes and newsletters.

GOAL:

Provide a level of service adequate to safeguard life or limb, health, property, and public welfare in the City of Pullman by fostering compliance with the State Building Codes in a positive, helpful manner.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Process 600 building permits, including plan reviews. Provide 2,000 regular inspections and review 400 special inspections.

The state building code requires that a special inspector be hired by the project owner for large, complicated projects or projects which require extra quality control to ensure code compliance. City staff reviews inspections and reports done by special inspectors.

BUDGET:

\$342,680

MAJOR BUDGET CHANGES:

Amortization is not being charged for Protective Inspection vehicles for 2010.

Minor Capital includes a digital camera replacement, fall protection devices, a ladder, protective clothing, and miscellaneous items totaling \$1,450. No capital purchases are requested.

MEASUREMENT TECHNIQUE:

Performance based on responsiveness to work load, i.e., inspections per month or permits per year and feedback from the public.

GENERAL FUND 2010 BUDGET REQUESTS

	2008 <u>ACTUAL</u>	AMENDED 2009 <u>BUDGET</u>	YTD <u>07/31/09</u>	2010 <u>REQUEST</u>	<u>\$ CHANGE</u>
INSPECTIONS					
SALARIES	210,725	200,760	108,128	202,404	1,644
OVERTIME	0	2,739	101	2,770	31
BENEFITS	85,985	89,752	48,833	86,690	(3,062)
SUPPLIES	2,256	8,000	1,586	7,950	(50)
MINOR EQUIPMENT	934	1,300	471	1,450	150
ERD RENTAL	9,922	11,796	5,898	4,136	(7,660)
BUILDING RENT	10,342	11,705	5,853	10,595	(1,110)
INFO SYSTEMS	7,299	8,033	4,017	7,235	(798)
OTHER SERVICES	9,102	21,150	3,174	19,450	(1,700)
INTERGOVERNMENT	0	0	0	0	0
TOTAL:	\$336,564	\$355,235	\$178,060	\$342,680	(\$12,555)

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Public Works Director	0.10
Deputy Public Works Director	0.10
Senior Building Inspector	1.00
Building Inspector	2.00
Clerical	0.50
Total	3.70

ACTIVITY:

Engineering

ACTIVITY DESCRIPTION:

Design new public works projects, monitor and administer public works construction contracts, maintain engineering and utility records, provide traffic engineering.

GOAL:

Complete all public works project contract work in an efficient and timely manner. Keep public records accurate and current. Facilitate safe and efficient traffic movements and address parking concerns.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Process 25 site plan reviews.

Administer approximately \$7,000,000 of construction projects and 20 contracts keeping engineering costs at less than 20% of total project costs.

Prepare 75 City Council agenda items.

Inspect and approve \$1,000,000 worth of public improvements constructed by private development.

BUDGET:

\$293,962

MAJOR BUDGET CHANGES:

Amortization is not being charged for Engineering vehicles for 2010.

Minor Equipment includes \$750 for unforeseen miscellaneous items.

No Capital items are requested.

MEASUREMENT TECHNIQUE:

Public feedback resulting from construction projects. Traffic flow improvements and amount of parking concerns brought to traffic engineer's attention. Timeliness of construction projects. Progress on record updating

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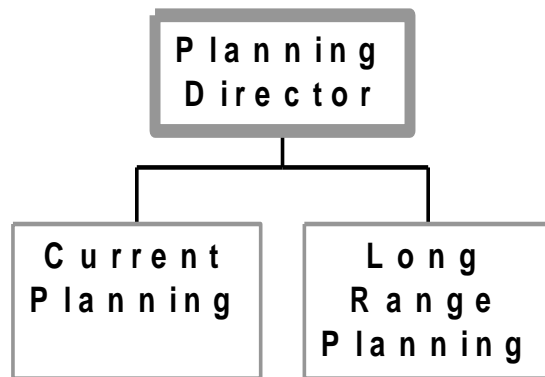
GENERAL FUND 2010 BUDGET REQUESTS

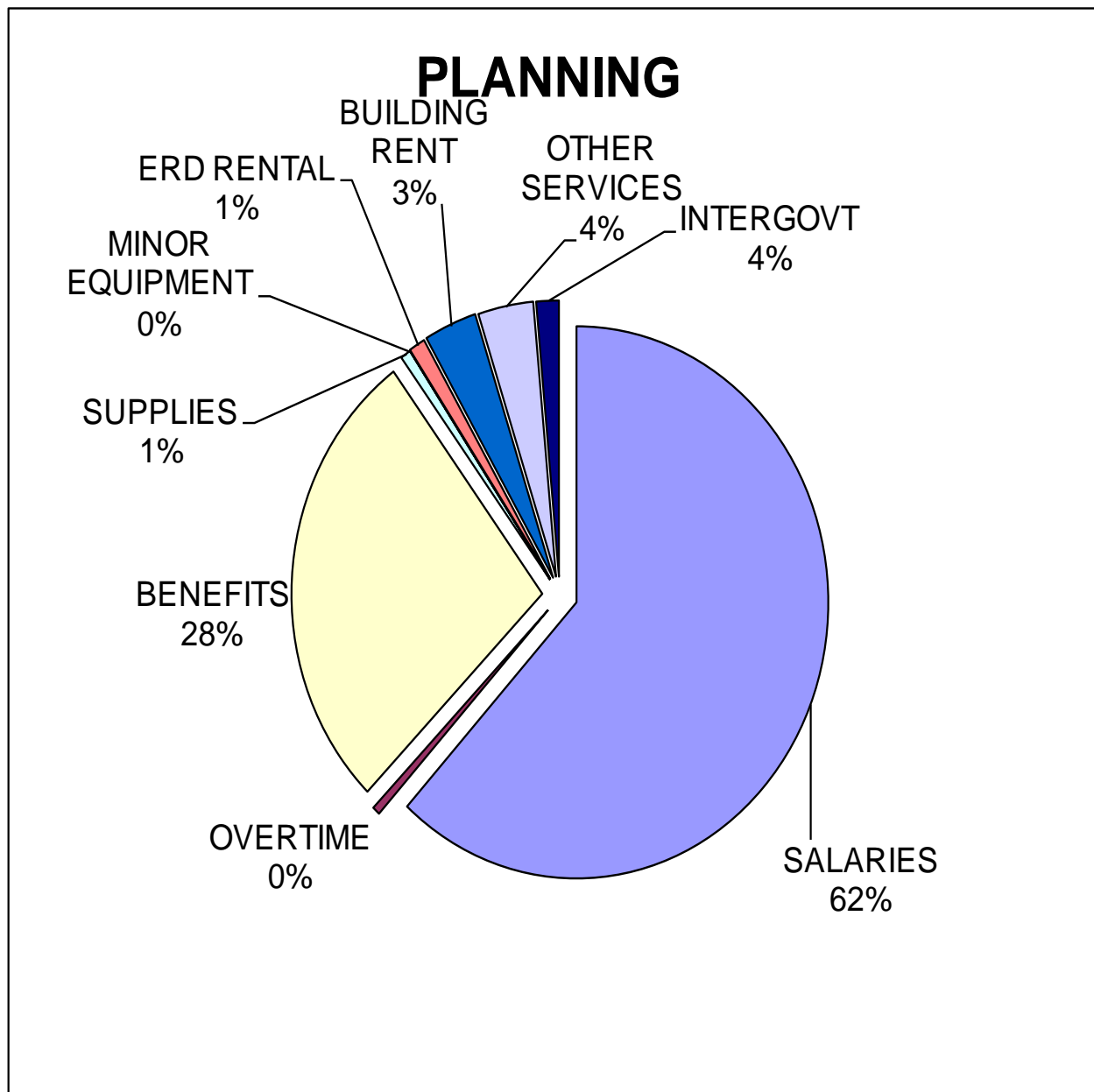
	2008 <u>ACTUAL</u>	AMENDED 2009 <u>BUDGET</u>	YTD <u>07/31/09</u>	2010 <u>REQUEST</u>	<u>\$ CHANGE</u>
ENGINEERING					
SALARIES	130,239	145,630	83,396	148,875	3,245
OVERTIME	288	1,570	0	1,588	18
BENEFITS	54,665	64,946	36,711	63,671	(1,275)
SUPPLIES	6,417	7,200	1,340	6,800	(400)
MINOR EQUIPMENT	2,657	1,000	0	750	(250)
ERD RENTAL	15,140	20,597	10,299	9,731	(10,866)
BUILDING RENT	20,685	35,115	15,802	28,253	(6,862)
INFO SYSTEMS	20,438	22,492	9,690	20,259	(2,233)
OTHER SERVICES	8,139	14,025	3,480	14,035	10
INTERGOVERNMENT	3	10	5		(10)
TOTAL:	\$258,671	\$312,585	\$160,722	\$293,962	(\$18,623)

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Public Works Director	0.10
Deputy Public Works Director	0.10
Senior Engineering Technician	0.50
Engineering Technician	1.00
Engineering Aide (Part-time)	0.50
Clerical	0.75
Total	2.95

C i t y o f P u l l m a n

P l a n n i n g





TOTAL OPERATING REQUEST:
\$261,251

ACTIVITY:

Planning

ACTIVITY DESCRIPTION:

Develop the City's Comprehensive Plan and implement its policies through administration of the zoning code, subdivision ordinance, and environmental laws; formulation of various programs related to land use; and advancement of projects through the Capital Improvement Program.

GOAL:

Effect continuous positive change in the community.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Process applications received in accordance with the City's procedural timelines.

Respond to alleged violations of land use and environmental regulations in accordance with applicable city code provisions.

As warranted, present proposed Comprehensive Plan amendments, development regulation revisions, and land use programs to the Planning Commission and City Council for review.

Solicit public input as appropriate for planning matters of interest to the community.

Prepare population estimate information for the Washington Office of Financial Management by the state-mandated deadline.

BUDGET:

\$261,251

MAJOR BUDGET CHANGES:

None

MEASUREMENT TECHNIQUE:

Public feedback on quality of life for community.

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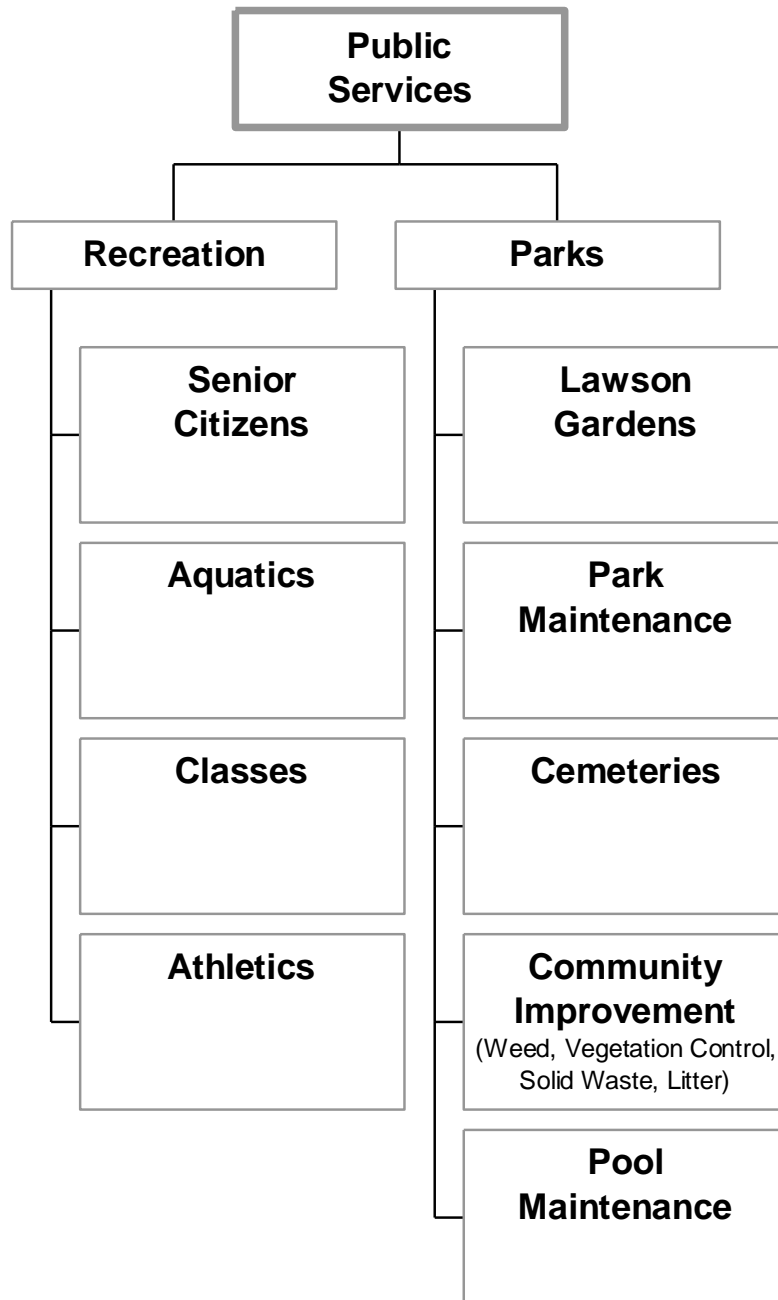
GENERAL FUND 2010 BUDGET REQUESTS

	2008	AMENDED 2009	YTD	2010	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/09</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
PLANNING					
SALARIES	146,565	156,062	89,808	161,412	5,350
OVERTIME	1,552	2,318	662	1,300	(1,018)
BENEFITS	14,574	74,336	41,376	72,121	(2,215)
SUPPLIES	50,840	1,900	705	1,750	(150)
MINOR EQUIPMENT	1,396	400	0	0	(400)
ERD RENTAL	1,732	2,750	1,206	2,750	0
BUILDING RENT	10,342	9,754	4,877	8,829	(925)
INFO SYSTEMS	4,121	4,007	2,004	3,289	(718)
OTHER SERVICES	5,405	11,675	2,283	9,300	(2,375)
INTERGOVERNMENT	500	500	500	500	0
TOTAL:	\$237,027	\$263,702	\$143,422	\$261,251	(\$2,451)

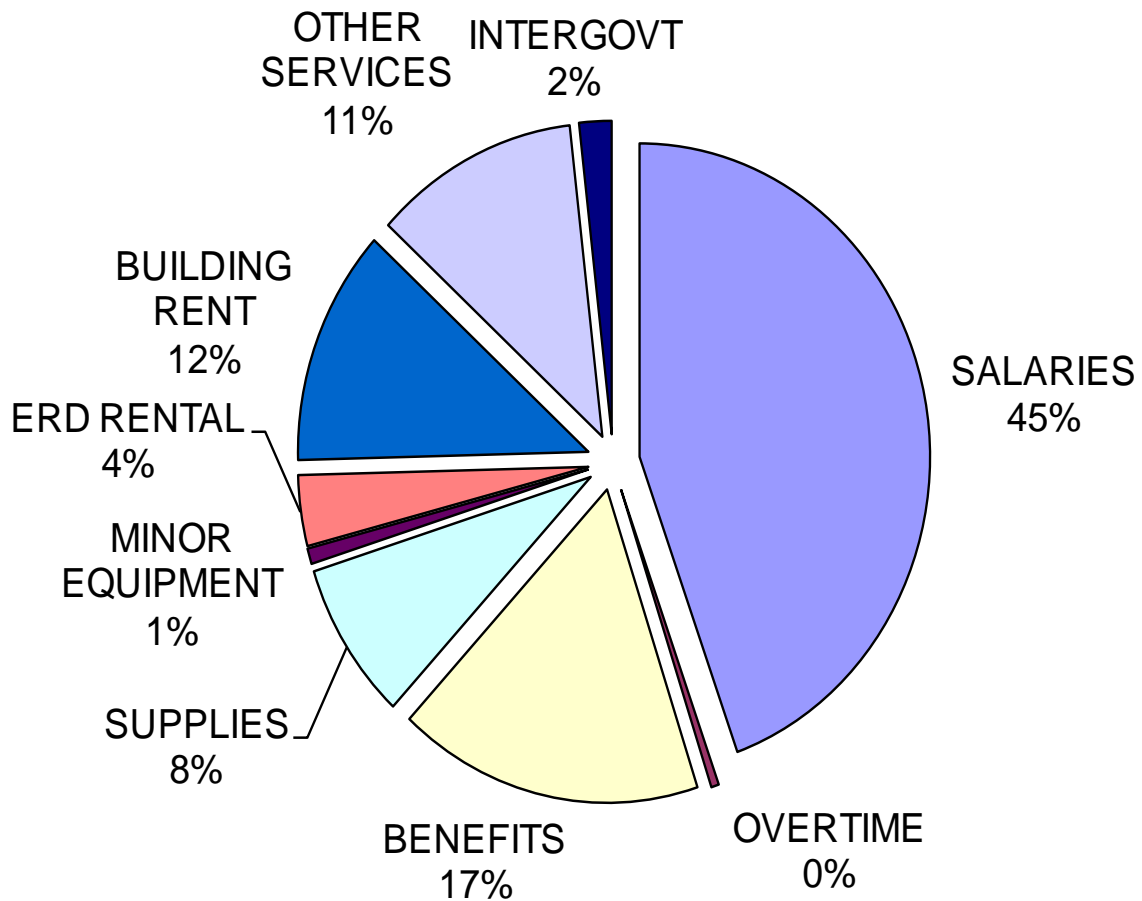
AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Director of Planning	1.00
Assistant City Planner	1.00
Clerical	0.39
Engineering/Planning Aide	0.10
Total	2.49

City of Pullman

Public Services Department



PUBLIC SERVICES



TOTAL OPERATING REQUEST:
\$2,577,090

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GENERAL FUND DEPARTMENTAL BUDGET REQUESTS

	2008 <u>ACTUAL</u>	2009 AMENDED <u>BUDGET</u>	YTD <u>07/31/09</u>	2010 <u>REQUEST</u>	<u>\$ CHANGE</u>	%
PUBLIC SERVICES						
SALARIES	1,065,481	1,133,895	667,499	1,147,646	13,751	1.2%
OVERTIME	12,406	11,300	9,307	11,000	(300)	-2.7%
BENEFITS	383,825	443,889	239,335	437,028	(6,861)	-1.5%
SUPPLIES	183,004	219,600	117,418	211,500	(8,100)	-3.7%
MINOR EQUIPMENT	4,667	32,662	23,067	20,728	(11,934)	-36.5%
ERD RENTAL	142,894	170,633	84,191	94,137	(76,496)	-44.8%
BUILDING RENT	286,987	295,148	147,574	314,720	19,572	6.6%
OTHER SERVICES	275,170	309,316	134,975	294,000	(15,316)	-5.0%
INFO SYS/INTERGOVT	49,858	45,917	27,521	46,331	414	2.8%
TOTAL OPERATING:	\$2,404,292	\$2,662,360	\$1,450,887	\$2,577,090	(\$85,270)	-3.2%

ACTIVITY:

Recreation Services

ACTIVITY DESCRIPTION:

Implement, coordinate, and supervise a comprehensive year-round recreation program that includes opportunities for a variety of interests and ages.

GOAL:

Offer a comprehensive recreation program for all ages and abilities. Be creative and responsive to public requests and ideas. Utilize public facilities to their fullest extent for the enjoyment of recreation.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Provide programs and special events that appeal to a variety of age groups and interests and that are creative, inclusive, resourceful and effective. Activities offered for toddlers through Senior Citizens.

Allow for constant communication with the citizens of Pullman to receive input, ideas and feedback on programs and activities.

Constant evaluation of recreation programs both by participants and staff.

BUDGET:

\$916,426

MAJOR BUDGET CHANGES:

Equipment Rental
Decrease of \$21,272

MEASUREMENT TECHNIQUE:

Ongoing evaluation of programming levels, cost effectiveness, responsiveness to public input, program quality, and diversity of programs.

GENERAL FUND 2010 BUDGET REQUESTS

2008 <u>ACTUAL</u>	AMENDED 2009 <u>BUDGET</u>	YTD <u>07/31/09</u>	2010 <u>REQUEST</u>	<u>\$ CHANGE</u>
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RECREATION SERVICES

SALARIES	391,200	409,975	232,807	410,361	386
OVERTIME	71	0	0	0	0
BENEFITS	141,832	164,038	83,520	159,533	(4,505)
SUPPLIES	60,552	67,000	35,167	67,000	0
MINOR EQUIPMENT	1,505	1,000	0	500	(500)
ERD RENTAL	24,805	37,318	18,659	16,046	(21,272)
BUILDING RENT	115,009	127,969	63,985	128,161	192
INFO SYSTEMS	10,749	12,004	6,002	11,125	(879)
OTHER SERVICES	110,673	118,500	48,196	118,500	0
INTERGOVERNMENT	5,121	5,000	2,946	5,200	200
TOTAL:	\$861,517	\$942,804	\$491,281	\$916,426	(\$26,378)

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Recreation Superintendent	1.00
Recreation Supervisor	1.00
Senior Citizen Program Coordinator	1.00
Preschool Instructor	1.00
Administrative Specialist	1.75
Seasonal Workers	5.42
Total	11.17

TITLE:

Parks General

ACTIVITY DESCRIPTION:

Maintenance and operation of city-owned parks, public properties, trails and out-door swimming pools.

GOAL:

Maintain parks, playgrounds, ball fields, and RV Park at a level to provide a safe and pleasant setting for the public. Maintain highly visible areas to a level that presents a good image of the City. Perform appropriate maintenance on outdoor swimming pools. Provide snow removal from City parking lots, sidewalks around City property and spring gravel cleanup. Maintain parks at a standard that reflects pride in the park system and the City.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Budgeted service levels provides for:

Mowing parks and city-owned property as follows:

- (1) Playfields and highly visible areas once per week.
- (2) Low use and outlying areas at least every other week.

Check daily and clean park shelters and restrooms 3 times per week, resolve vandalism or public complaints within two working days of notification.

BUDGET:

\$ 864,967

MAJOR BUDGET CHANGES:

Reaney Pool budgets reflect same level of service as 2009.

Minor Capital includes Reaney Pool upgrades: 25 Lounge Chairs (\$6,188), 4 Guard Chairs (\$5,280) and a Deck Shade Structure (\$6,660).

MEASUREMENT TECHNIQUE:

Appearance, cleanliness, and usability of parks.
Appearance of high visibility areas. Maintenance and
operation of the swimming pools. Maintenance of path system
and sidewalks around City property. Resource management.

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GENERAL FUND 2010 BUDGET REQUESTS

	2008 <u>ACTUAL</u>	AMENDED 2009 <u>BUDGET</u>	YTD <u>07/31/09</u>	2010 <u>REQUEST</u>	<u>\$ CHANGE</u>
PARKS					
SALARIES	369,990	378,268	237,481	384,826	6,558
OVERTIME	10,631	11,000	7,121	11,000	0
BENEFITS	143,425	157,802	90,042	159,637	1,835
SUPPLIES	91,415	109,500	63,564	103,000	(6,500)
MINOR EQUIPMENT	997	29,712	22,411	18,128	(11,584)
ERD RENTAL	79,138	81,267	39,527	45,144	(36,123)
BUILDING RENT	0	0	0		0
INFO SYSTEMS	10,343	9,778	4,889	11,432	1,654
OTHER SERVICES	115,856	123,253	65,100	124,300	1,047
INTERGOVERNMENT	11,288	7,500	7,500	7,500	0
TOTAL:	\$833,083	\$908,080	\$537,633	\$864,967	(\$43,113)

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Parks Superintendent	1.00
Lead Park Maintenance Worker	1.00
Park Maintenance Worker*	4.00
Horticulturist	1.00
Community Improvement Specialist	1.00
Seasonal Workers	3.42
Lawson Seasonal	0.58
Total	12.00
*Cemetery, Weed/Litter Control, Street Tree, Water Tower, Lawson Gardens functions are performed by Parks personnel.	

ACTIVITY:

Street Trees

ACTIVITY DESCRIPTION:

Maintenance of City street trees on an emergency or as needed basis.

GOAL:

Respond within two days to customer requests.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Response to emergencies within 24 hours of notification.

BUDGET:

\$23,880

MAJOR BUDGET CHANGES:

Increase in Professional Services for contracted tree care and a reduction in ERD Rates.

MEASUREMENT TECHNIQUE:

Responsiveness to emergencies and maintenance complaints of street trees.

TITLE

Water Towers

ACTIVITY DESCRIPTION:

Mowing and maintenance of tower and well sites on Derby Street, Military Hill Park, Well 7 & Booster 9. Management of noxious weeds on all well sites and towers.

Activities in this category are reimbursed from utility fund.

GOAL:

Maintain towers and well sites in a visually appealing and cost effective manner.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Regularly scheduled mowing of towers and well sites.

Noxious weed control.

BUDGET:

\$ 18,609

MAJOR BUDGET CHANGES:

ERD Rate Reduction.

MEASUREMENT TECHNIQUE:

Appearance of the grounds surrounding water towers and well sites.

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GENERAL FUND 2010 BUDGET REQUESTS

	2008	AMENDED 2009	YTD	2010	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/09</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
STREET TREES, WATER TOWERS					
	(Reimbursable from Other Funds)				
SALARIES	16,772	18,688	7,299	19,102	414
OVERTIME	29	0	32	0	0
BENEFITS	7,234	7,441	3,199	7,163	(278)
SUPPLIES	18	5,000	379	5,000	0
MINOR EQUIPMENT	862	450	0	0	(450)
ERD RENTAL	4,025	7,903	3,952	3,724	(4,179)
BUILDING RENT	0	0	0	0	0
INFO SYSTEMS	0	0	0	0	
OTHER SERVICES	8,915	4,500	3,827	7,500	3,000
INTERGOVERNMENT	0	0	0	0	0
TOTAL:	\$37,854	\$43,982	\$18,687	\$42,489	(\$1,493)

ACTIVITY:

Community Improvement

ACTIVITY DESCRIPTION:

Abatement of weeds on City property and rights-of-way. The enforcement of City noxious weed ordinance. Enforcement of City solid waste/litter control, nuisance and overhanging vegetation ordinances. The beautification and maintenance of downtown Pullman planter beds, hanging baskets and seasonal lighting displays.

GOAL:

Abatement of noxious weeds; effective enforcement of solid waste and litter ordinance, overhanging vegetation ordinance, noxious weed ordinance and nuisances related to sidewalk clearance, indoor furniture outdoors, yard waste and collected debris related to health issues.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Abatement of noxious weeds on City-owned property within the time frame cited by City ordinance.

Reduction of chemical output by targeting weed populations, by scheduling more spot spraying and less boom applications and through the use of biological control on rights-of-way and selected sites within the city.

Respond within two working days of notification to public complaints regarding ordinance violations.

The beautification and maintenance of the downtown business district landscapes.

BUDGET:

\$ 104,063

MAJOR BUDGET CHANGES:

Reductions in Supplies and Equipment Rental Rates.

MEASUREMENT TECHNIQUE:

Interaction with public on ordinance violations and concerns.

Cooperation with Whitman County on weed abatement in a timely manner and management of weeds on city property.

Planning and coordination of volunteer efforts.

Overall appearance of City controlled downtown landscapes.

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GENERAL FUND 2010 BUDGET REQUESTS

	2008	AMENDED 2009	YTD	2010	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/09</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
COMMUNITY IMPROVEMENT					
SALARIES	41,068	50,674	29,515	52,503	1,829
OVERTIME	0	0	0		0
BENEFITS	19,463	25,316	15,755	28,889	3,573
SUPPLIES	9,546	13,500	4,480	10,500	(3,000)
MINOR EQUIPMENT	0	0	0		0
ERD RENTAL	8,686	15,389	7,695	8,078	(7,311)
BUILDING RENT	0	0	0		0
INFO SYSTEMS	0	1,980	990	1,893	(87)
OTHER SERVICES	2,477	2,400	1,032	2,200	(200)
INTERGOVERNMENT	2,124	0	0		0
TOTAL:	\$83,363	\$109,259	\$59,466	\$104,063	(\$5,196)

ACTIVITY:

Cemetery

ACTIVITY DESCRIPTION:

Operation and maintenance of IOOF and City Cemetery.

GOAL:

Provide the maintenance and operation of the cemeteries in a cost-efficient and visually appealing manner.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Mowing, trimming, and necessary care of the cemeteries on a weekly basis.

Respond within one working day of notification to requests for funerals, grave locations, and services for the public.

Respond within one working day of notification to complaints or vandalism.

BUDGET:

\$ 94,494

MAJOR BUDGET CHANGES:

Increase in Other Services to cover utility costs.

MEASUREMENT TECHNIQUE:

Cemetery appearance, resource management, and public feedback.

GENERAL FUND 2010 BUDGET REQUESTS

	2008	AMENDED	YTD	2010	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/09</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
CEMETERY					
SALARIES	38,566	40,184	26,184	39,507	(677)
OVERTIME	0	300	50	0	(300)
BENEFITS	11,443	12,114	7,889	11,192	(922)
SUPPLIES	3,195	3,600	1,066	5,000	1,400
MINOR EQUIPMENT	0	0	0	600	600
ERD RENTAL	26,240	27,002	13,483	20,395	(6,607)
INFO SYSTEMS	0	0	0	0	
OTHER SERVICES	16,913	36,663	5,267	17,500	(19,163)
INTERGOVERNMENT	(19)	283	166	300	17
SUBTOTAL:	\$96,338	\$120,146	\$54,105	\$94,494	(\$25,652)

ACTIVITY:

Aquatic Center

ACTIVITY DESCRIPTION:

Provide management and operations of the Pullman Aquatic Center in cooperation with the Pullman School District.

GOAL:

To provide a safe, family friendly aquatic and fitness center that attracts regular users and produces revenues sufficient to offset the operation costs by 50-55 percent.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Provide a comprehensive swim program that appeal to the entire Pullman community that is creative, inclusive, resourceful and effective.

Provide effective communication with the citizens of Pullman to receive input, ideas and feedback on swim and fitness programs.

Provide yearly financial review of Aquatic Center revenues and expenses.

Meet safety and health regulations for operations.

BUDGET:

\$554,651

MAJOR BUDGET CHANGES:Salaries

- Increase of \$5,241 - Budgeted at anticipated program and service levels.

Benefits

- Decrease of \$6,564 to reflect a 3% reduction in payments to PERS.

Interfund Charges

- Increase in Building Rental in the amount of \$19,380.

MEASUREMENT TECHNIQUE:

Monitor memberships, daily use, program attendance and revenues.

Collect user information through class evaluations and customer feedback forms to improve programming and operations.

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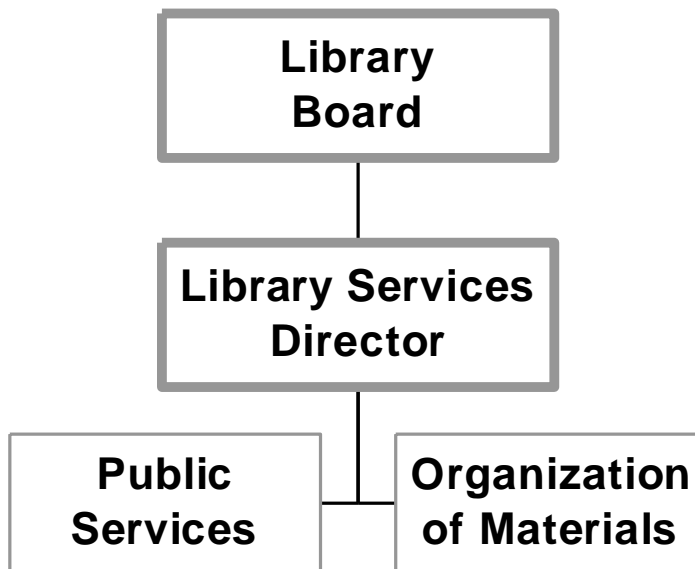
GENERAL FUND 2010 BUDGET REQUESTS

	2008	AMENDED	YTD	2010	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/09</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
AQUATICS CENTER					
SALARIES	207,885	236,106	134,213	241,347	5,241
OVERTIME	1,675	0	2,104	0	0
BENEFITS	60,430	77,178	38,931	70,614	(6,564)
SUPPLIES	18,279	21,000	12,763	21,000	0
MINOR CAPITAL	1,303	1,500	657	1,500	0
ERD RENTAL	171,978	1,754	877	750	(1,004)
BUILDING RENT	8,157	167,179	83,590	186,559	19,380
INFO SYSTEMS	20,335	7,372	3,686	6,681	(691)
OTHER SERVICES	2,094	24,000	11,553	24,000	0
INTERGOVERNMENT	0	2,000	1,342	2,200	200
TOTAL:	\$492,137	\$538,089	\$289,715	\$554,651	\$16,562

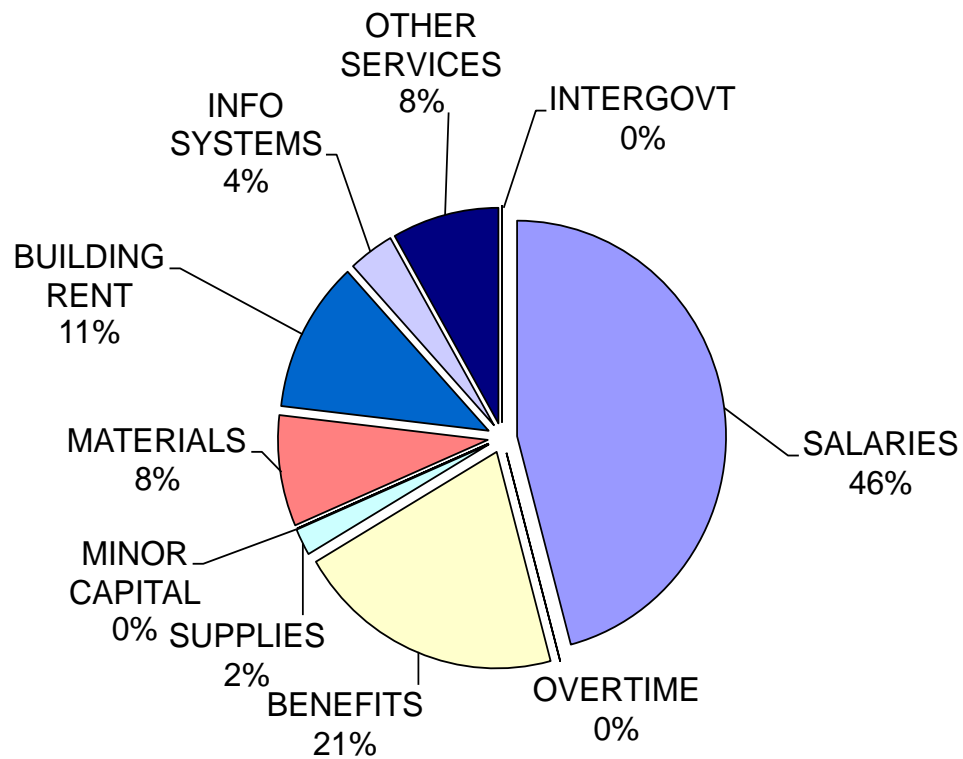
AUTHORIZED STAFFING		
Position	Full-Time Equivalent	
Aquatic Coordinator	1.00	
Casual Workers	8.00	
Total	9.00	

City of Pullman

Neill Public Library



NEILL PUBLIC LIBRARY



TOTAL OPERATING REQUEST:
\$1,149,717

ACTIVITY:

Neill Public Library

MISSION STATEMENT:

The mission of Neill Public Library is to provide an open environment in which people have free access to a wide variety of stories, ideas, information and opinions.

VISION STATEMENT:

Neill Public Library is a gateway to the world of knowledge providing free access to ideas, information and the richness of human culture. The library offers a stimulating, safe environment for discovery and exploration as well as a beautiful, comfortable setting for reading and relaxation. The library affirms its historic commitment to young people while encouraging literacy and love of learning in all. In the heart of downtown Pullman, the library is a vibrant community center welcoming people with diverse interests, abilities and backgrounds. The library staff commits to excellence in service based on community needs. In collaboration with other libraries and community organizations we creatively develop service options and integrate emerging technologies. As a key asset to the community, the library appreciates sustained support from its many patrons, the City of Pullman and the Friends of the Library.

The Library Board has adopted the following four Service Roles:

1. Popular Materials Library
2. Early Literacy Cornerstone
3. General Information Center
4. Community Activities Center

"Materials are selected and retained on the basis of their content. Neill Public Library collections represent diverse

points of view. The library collections, as much as possible, reflect the community and its diversity of interests, perspectives and backgrounds. The library also seeks to bring awareness of those cultures, traditions and ideas not represented in the local community. The selection principles promote the American Library Association's "[Library Bill of Rights](#)" and interpretations, "[Freedom to Read Act.](#)" "[Freedom to View Act,](#)" and "[Intellectual Freedom Statement](#)" and "[ALA guidelines for Access to Electronic Information](#)" (Excerpt From Neill Public Library's Collection Development Policy 2002).

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Citizen feedback, utilization of statistics including circulation of materials, number of cardholders, number of new cards issued, number of holds placed for unavailable materials, average number of checkouts per hour, turnover rate of major segments of the collection, programming participation including summer reading enrollment and completion, and other measurers as appropriate and possible.

BUDGET:

\$1,149,717

MAJOR BUDGET CHANGES:

The 2010 budget reflects the Library's response to the inherent challenges of difficult economic times. The library board supports the city's prudent fiscal approach and encourages the library's role in those efforts. Therefore, the reduced budget reflects the deferral in hiring the Library Services Director for six months and a temporary reduction in open hours and service levels. This proactive approach to operating within our budget is a necessary step to bring library services back in line with staffing allocations and budget resources. We will re-evaluate services levels once vacant positions are filled.

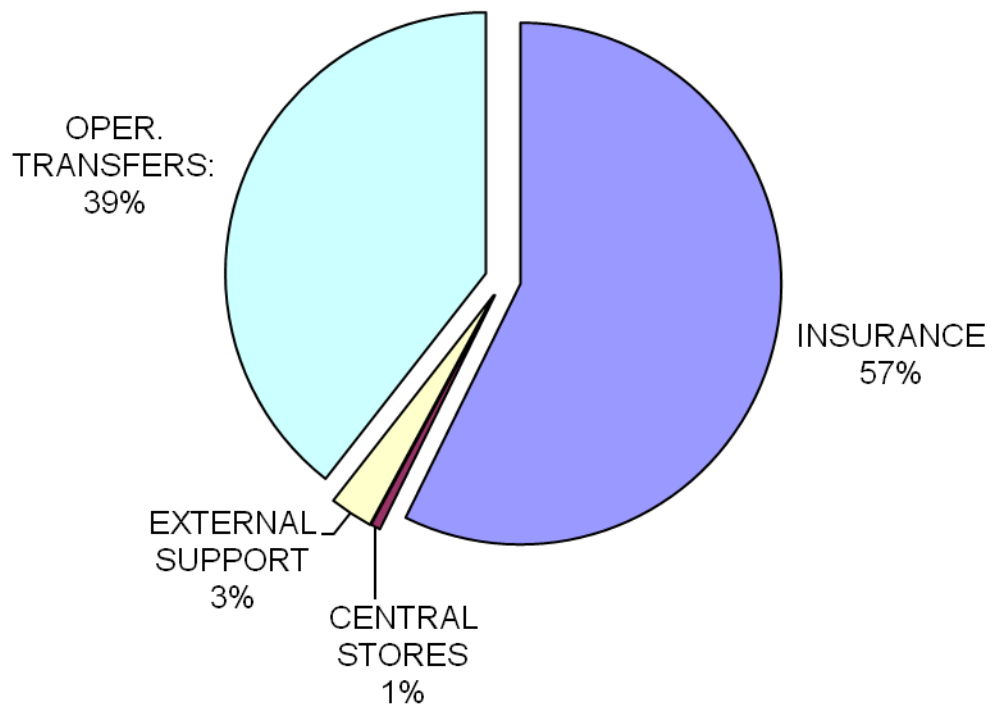
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GENERAL FUND 2010 BUDGET REQUESTS

	2008	AMENDED	YTD	2010	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/09</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
NEILL PUBLIC LIBRARY					
SALARIES	574,560	574,279	348,219	527,227	(47,052)
OVERTIME	404	0	0	0	0
BENEFITS	184,516	263,614	124,503	237,641	(25,973)
SUPPLIES	26,758	23,169	11,957	23,169	0
MINOR CAPITAL	2,057				0
MATERIALS	96,941	99,606	50,047	95,302	(4,304)
BUILDING RENT	42,650	100,933	50,467	130,770	29,837
INFO SYSTEMS	80,446	40,734	20,367	40,644	(90)
OTHER SERVICES	138,902	94,964	20,614	94,964	0
INTERGOVERNMENT	0	0	0		0
TOTAL:	\$1,147,234	\$1,197,299	\$626,174	\$1,149,717	(\$47,582)

AUTHORIZED STAFFING	
Position	Full-Time Equivalent
Library Services Director	1.00
Library Division Manager	2.00
*Library System Administrator	1.00
Library Supervisor	1.75
Administrative Assistant	1.00
Library Technician	2.00
Library Assistant	2.25
Time-Slip	4.70
* 50% reimbursed by Whitman County Library District	
Total	15.70

GENERAL GOVERNMENT AND OPERATING TRANSFERS



**TOTAL OPERATING AND
TRANSFER REQUEST:
\$275,367**

ACTIVITY:**Other General Governmental Services, External Support, Transfers to Other Funds and Capital Expenditures**

Non-departmental expenditure requests include a decrease to the amount requested for general governmental liability insurance purchased from Washington Cities Insurance Authority. The insurance pool's assessment has been decreased due a decrease to the City of Pullman's five year overall loss history and a soft overall liability insurance market.

The City must by statute remit two percent of the monies it receives from state shared liquor taxes and profits to the Whitman County Alcohol Treatment Center, estimated to total \$6,728 in 2010.

Operating Transfers include \$32,013 as the support provided to the Pullman-Moscow Regional Airport, \$4,799 as support for the Government Access Channel, which was moved to the Information Systems Fund in 2004, and \$61,923 to the Equipment Rental Fund for debt service for the loan for the Fire Ladder Unit.

The consolidation of the Capital Improvement Fund into the General Fund in 1993 provides for the direct expenditure for capital projects from the General Fund. The projects are summarized by department here and are described more fully on succeeding pages. For 2010, the Capital Improvement Committee approved General Fund capital projects totaling \$181,871. The approved projects are the continuation of the four welcoming entrance signs, third phase of the Ambulance billing software/hardware system, Itani Park development, Park Shop roof replacement, police in-car video equipment, and emergency services defibrillator replacement.

Total C.I.P. project funding from General fund sources is \$181,781.

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GENERAL FUND 2010 BUDGET REQUESTS:

	2008	AMENDED 2009	YTD	2010	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/09</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
GENERAL GOVERNMENT					
INSURANCE	166,955	164,009	141,930	143,404	(20,605)
OTHER SERVICES	(25,825)	25,500		25,000	(500)
CENTRAL STORES	481	1,500	0	1,500	0
TOTAL:	\$141,611	\$191,009	\$127,902	\$169,904	(\$21,105)
EXTERNAL SUPPORT					
CRISIS LINE	0	0	0	0	0
ALCOHOLISM	6,179	6,728	3,820	6,728	(0)
TOTAL:	\$6,179	\$6,728	\$3,820	\$6,728	(\$0)
OPERATING TRANSFERS					
STREETS/OTHER FUNDS	0	0	0	0	0
INFO SYS - GOV'T ACCESS	125,717	4,799	4,799	4,799	0
GOVT BUILDINGS	0	18,510	9,255		(18,510)
ERD	61,923	61,923	61,923	61,923	0
AIRPORT	35,930	32,013	32,013	32,013	0
TOTAL:	\$223,570	\$117,245	\$107,990	\$98,735	(\$18,510)
OPER. SUBTOTAL:	\$371,360	\$314,982	\$239,712	\$275,367	(\$39,615)
CAPITAL EXPENDITURES					
<u>C.I.P. PROJECTS</u>					
ADMIN/FINANCE	0	0	0	0	0
POLICE	39,853	22,577	11,900	22,500	(77)
FIRE	50,416	42,752	42,352	29,431	(13,321)
PUBLIC WORKS	0	0	0	0	0
PARKS	44,479	122,120	5,401	129,850	7,730
LIBRARY	37,585	29,703	28,278	0	(29,703)
TOTAL:	\$172,332	\$217,152	\$87,930	\$181,781	(\$35,371)
CAPITAL FUND TRANSFERS:					
STREETS	0	0	0	0	0
OTHER FUNDS	0	0	0	0	0
G.O. BOND REDEMPT	0	0	0	0	0
TOTAL CAPITAL:	\$172,332	\$217,152	\$87,930	\$181,781	(\$35,371)
PAGE TOTAL:	\$543,692	\$532,134	\$327,642	\$457,148	(\$74,986)

ACTIVITY:

2010 General Fund Capital Improvement Projects

ACTIVITY DESCRIPTION:

This activity segregates the capital improvement projects from the rest of the General Fund. On July 8, 2008, the City Council adopted the CIP for 2009 - 2014. Only debt repayment General Fund projects and limited capital improvement projects were recommended and approved for funding by the Council.

BUDGET:

\$181,781	Direct Expenditures
0	Transfers to other Funds
<hr/>	
\$181,871	Total

2010 GENERAL FUND C.I.P PROJECTS

<u>Department</u>	<u>Project</u>	<u>Amended 2009 Budget</u>	<u>Estimate Yr End 2009</u>	<u>Carryover to 2010</u>	<u>New 2010 Request</u>	<u>Dept Total</u>
Police	Police In-Car Video Equipment	22,500	22,500	0	22,500	
	Subtotal:	22,500	22,500	0	22,500	\$22,500
Fire	Ambulance Billing Software	15,450	0	0	0	
	Defibrillator Replacement	27,302	29,431	0	29,431	
	Subtotal:	42,752	29,431	0	29,431	\$29,431
Engineering	Total Station Transit	2,250	1,983	0	0	
	Subtotal:	2,250	1,983	0	0	\$0
Parks	Entrance Signs	15,500	0	15,500	0	
	Itani Park Path (Reserve)	70,000	0	70,000	0	
	Play Structure (Metro Dollars)	0	0	0	26,928	
	Harison Shade Structure	0	0	0	14,300	
	Itani Park Pavilion (Metro Park)	16,500	13,378	3,122	0	
	Subtotal:	102,000	13,378	88,622	41,228	\$129,850
Library	Patio Improvements	272	648	0	0	
	Other Improvements	29,431	27,629	0	0	
	Subtotal:	29,703	28,277	0	0	\$0
TOTAL GENERAL FUND DIRECT:		196,955	93,586	88,622	93,159	181,781
Transfers to Other Funds						
Total Transfers to Other Funds:		0	0	0	0	\$0
TOTAL GENERAL FUND CAPITAL:		\$196,955	\$93,586	\$88,622	\$93,159	\$181,781
<u>C.I.P. Reserve:</u>		<u>Beginning 2008</u>	<u>Additions/ (Uses) in 2008</u>	<u>Year End 2008</u>	<u>Additions (Uses) in 2009</u>	<u>Year End 2009</u>
	Transfer from Undesignated Reserves:		93,586		181,781	
		\$100,000	\$0	\$100,000	(\$181,781)	\$100,000

FUND NUMBER**104****TITLE****ARTERIAL STREETS****ACTIVITY DESCRIPTION:**

Implementation of City's Six-Year Transportation Improvement Program.

GOAL:

Provide a planned program of major transportation improvements reflecting community needs and consistency with the City Comprehensive Plan.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Completion of planned projects with least disruption to City's motorists.

BUDGET:

\$2,090,650

MAJOR BUDGET CHANGES:

The Arterial Street budget follows the Transportation Improvement Program adopted by Council. The 2010 program is an estimate of the amount of work that will be completed on individual projects during that year. In some cases, the actual work completed may vary substantially from the estimate. Revenue received from outside sources is typically directly related to the amount of work completed.

2010 Program:

Grand Avenue Widening - Nye to Ritchie	\$1,851,900
Bishop/Klemgard Signal (design, carryover)	70,000
College Hill Arterial Reconstruction (retainage)	20,000
Miscellaneous	133,750
Total	<u>\$2,075,650</u>

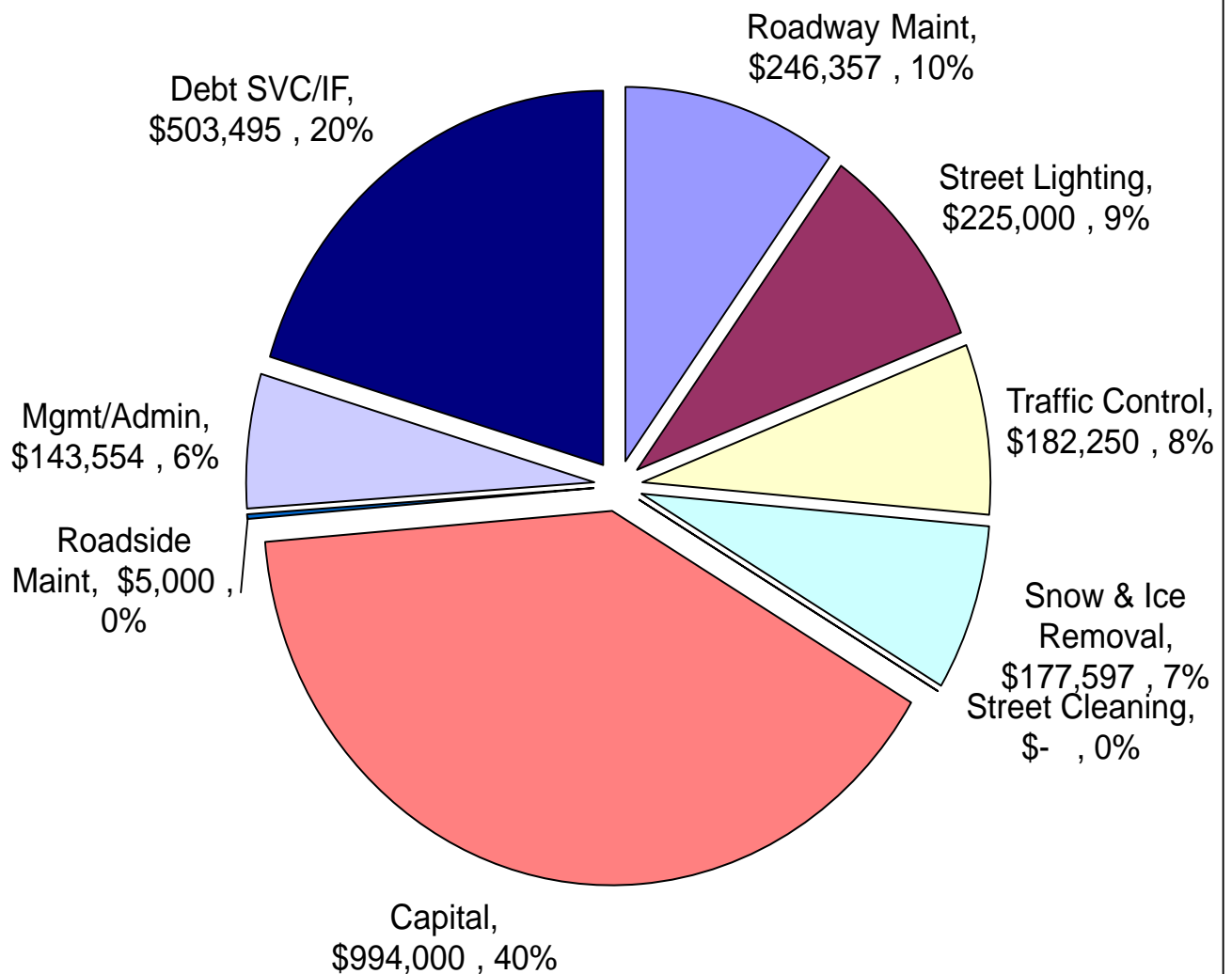
MEASUREMENT TECHNIQUE:

Feedback received at public hearings on Transportation Improvement Program and during and after construction

ARTERIAL STREET FUND #104

	2008 ACTUAL	2009 BUDGET	YTD 07/31/09	2010 REQUEST	\$ CHANGE
REVENUES:					
FEDERAL GRANTS			323,880	20,000	20,000
STATE GRANTS		1,155,150	59,800	1,478,548	323,398
GAS TAX	180,110	208,350	180,980	190,000	(18,350)
TRANSFER FROM FUND 302	12,464				
MISCELLANEOUS		15,000			(15,000)
TOTAL REVENUES:	279,845	\$1,378,500	\$564,660	\$1,688,548	\$310,048
+BEGINNING CASH:	851,907	1,033,368	1,033,368	1,163,236	129,868
TOTAL RESOURCES:	1,131,752	\$2,411,868	\$1,598,028	\$2,851,784	\$439,916
EXPENDITURES:					
SALARIES	12,239	28,000	1,830	25,000	(3,000)
OVERTIME	1,414	4,000	1,135	3,000	(1,000)
BENEFITS	5,373	11,950	1,053	10,550	(1,400)
SUPPLIES	162	850		650	(200)
MINOR EQUIPMENT	37,044	3,000		3,000	
OTHER SERVICES		123,550	29,641	123,450	(100)
INTGOVT/OTHER	42,151	10,000		10,000	
CAPITAL		1,664,900	15,548	1,915,000	250,100
TOTAL EXPENDITURE	\$98,384	\$1,846,250	\$49,208	\$2,090,650	\$244,400
+ENDING CASH	1,033,368	565,618	1,548,820	761,134	195,516
TOTAL USES:	\$1,131,752	\$2,411,868	\$1,598,028	\$2,851,784	\$439,916

2010 Street Budget \$2,477,253



FUND NUMBER:

105

TITLE**STREETS****ACTIVITY DESCRIPTION:**

Maintenance of the City street and bridge systems, maintenance and operation of traffic control and street information signs and signals, and pavement markings.

GOAL:

Schedule activities within the budgeted street program that will effectively and efficiently utilize available resources in continuation of roadway system operations in a safe and efficient manner for the motoring and pedestrian public.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Complete 1,500 square yards of asphalt distress patching and 20,000 lineal feet of crack sealing; complete \$600,000 accelerated street maintenance program; install/replace 150 street signs; inspect and monitor 17 traffic signals daily; paint 115,000 lineal feet of centerline, fog line, curbs, bike paths, and crosswalks; grade aggregate streets semi annually; apply dust abatement on selected streets and alleys; utilize an effective and efficient snow/ice removal program to provide safe streets (63.3 miles plus 9.0 miles of state highway) for the motoring public.

BUDGET:

\$2,477,253

MAJOR BUDGET CHANGES:

Stormwater Services expenses including personnel, street sweeping, and catch basin cleaning equipment have been transferred to the Stormwater budget. The street budget now includes a lump sum payment to the Stormwater Fund of \$188,000 for base line street cleaning and storm drain system cleaning previously performed by the Street Division.

Minor Equipment includes preformed traffic loops (\$1,500); a hydraulic hoist for the sign truck (\$10,000); and miscellaneous hand tool and equipment replacements (\$3,500).

Major Capital includes the Accelerated Street Maintenance Program (\$600,000); 15% share of replacing the M&O shop roof (\$9,000 carryover); sidewalk repairs (40,000); sidewalk infilling (\$40,000); electrical upgrades to the CBD street light circuits (\$300,000); and miscellaneous street lighting improvements (\$5,000).

MEASUREMENT TECHNIQUES

Square yards of new pavement and hours of street system disruption due to ice, snow or flood and timeliness of street painting.

STREET FUND #105

	<u>2008 ACTUAL</u>	<u>AMENDED 2009 BUDGET</u>	<u>YTD 07/31/09</u>	<u>2010 REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
UTILITY TAX	1,122,400	1,050,000	646,510	1,073,000	23,000
1/4% R.E. TAX	197,407	175,000	162,642	200,000	25,000
GASOLINE TAX	434,973	420,000	224,089	400,000	(20,000)
GRANTS, OTHER DIRECT	53,888	41,000	2,457	1,500	(39,500)
GENERAL FUND - C.I.P.	6,576				
TRANSIT FUND	100,000	100,000		100,000	
TOTAL REVENUES:	65,755	1,786,000	1,035,697	1,774,500	(11,500)
+BEGINNING FUND BALANCE	2,113,945	2,105,190	2,105,190	1,603,404	(501,786)

TOTAL RESOURCES:	\$2,179,700	\$3,891,190	\$3,140,887	\$3,377,904	(\$513,286)
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EXPENDITURES:					
SALARIES	281,114	303,367	152,683	246,169	(57,198)
OVERTIME	18,271	16,631	4,232	13,111	(3,520)
BENEFITS	127,147	155,039	68,056	114,213	(40,826)
SUPPLIES	194,161	217,900	94,890	228,100	10,200
MINOR EQUIPMT	4,063	19,000	11,734	15,000	(4,000)
ERD RENTAL	202,846	336,470	121,959	261,817	(74,653)
OTHER SERVICES	578,343	386,322	282,404	363,164	(23,158)
LOAN REPAY, INTERGOVT		201,110	7,887	241,679	40,569
CAPITAL & ACCEL MAINT.	928,327	717,500	716,408	994,000	276,500

TOTAL EXPENDITURE	2,334,274	2,353,339	1,460,254	2,477,253	123,914
+ENDING FUND BALANCE	2,458,466	1,537,851	1,680,633	900,651	(637,200)

TOTAL USES:	\$4,792,740	\$3,891,190	\$3,140,887	\$3,377,904	(\$513,286)
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STAFFING	
<u>Position</u>	<u>Full-Time Equivalent</u>
Maintenance Superintendent	0.25
Maintenance Supervisor	0.15
Operations Supervisor	0.15
Control Specialist	0.05
Maintenance Workers	3.24
Engineering Technician	0.10
Seasonal/Casual	0.67
Administration	0.20
Clerical	0.43
Total	5.24

FUND NUMBER**TITLE****120****CIVIC IMPROVEMENT****PURPOSE**

This fund was authorized by the City Council in 1982 to receive the local 2 percent share of the Hotel-Motel Special Lodging Tax, which is levied by the State. On December 5, 2000, the City Council increased this rate to 4 percent to provide supplemental funding for a possible conference center.

REVENUES

Estimated receipts: \$265,163

EXPENDITURES

Contractual payments to the Pullman Chamber of Commerce to reimburse its expenses for promoting and encouraging tourism and conferencing in the City, including the full-time salary expenses of the Tourism Director and a part-time Tourism Assistant. The 2010 request is summarized below:

Salaries:	Tourism Director	\$ 40,739
	Part-time Tourism Assistant	\$ 15,399
	Part-time Seasonal Intern	\$ 2,500
Payroll Taxes:	Tourism Director	\$ 4,236
	Part-time Tourism Assistant	\$ 1,602
Simple IRA Benefit:	Tourism Director	\$ 1,193
Medical Benefits		\$ 4,194
1-800 Phone Number		\$ 400
Postage		\$ 10,000
Travel/Tourism Meetings		\$ 2,000
The Palouse Scenic Byway Program for Whitman Co.		\$ 24,000
Brochures		\$ 18,200
	Trails & Pathways - \$2,500	
	Calendar of Events - \$1,500	
	Downtown Map - \$2,500	
	Shopping & Dining Guide - \$3,000	
	Walk of Fame Brochure - \$1,200	
	Camping/RV Brochure - \$250	
	Volunteer Brochure - \$250	
	101 Things to Do in Pullman - \$3,000	
	Pullman-Moscow Visitor's Guide - \$4,000	
National Lentil Festival		\$ 36,000
General Advertising (including WALT)		\$ 50,000
Tourism Promotion Grants (w/Council Approval)		\$ 50,000

Technology and Software	\$ 2,000
Website and DSL Fees	\$ 2,700

TOTAL BUDGET REQUESTED	\$ 265,163
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This request includes \$15,399 to continue funding a part time tourism assistant to work twenty to twenty-five hours per week throughout the year. The position assists the Tourism Director with visitor and relocation request fulfillment, greeting visitors, brochure development, scenic byway, advertising and other tourism related projects. This also includes funding for a Special Events Intern to help with the 4th of July and National Lentil Festival. This request includes \$24,000 to continue work on the Palouse Scenic Byway Program, which was authorized by the City Council on October 2, 2001. This budget has increased by \$2,000 for 2010 to account for increased advertising rates and upcoming projects that will need to be completed in the next two years to complete some of our grant projects.

Funding for brochure publication now includes publication of the Pullman-Moscow Visitor's Guide, previously a separate line item. A new brochure titled "101 Things to do on the Palouse for Under \$10" will be added to the list of brochures published in 2010. Funding for the National Lentil Festival is requested at the same level for next year with the exception of an additional \$1,000 that used to be in a separate line item for maintenance for the Lentil Express.

This proposal also includes an overall increase of \$10,000 in advertising. This includes the advertising we do in the Washington State Lodging & Travel Guide which was previously a separate line item in the amount of \$8,000. The remaining \$2,000 increase is to accommodate the standard industry cost increase of ten percent (\$4,000) minus a few publications that I don't feel were the audience Pullman should be targeting. An additional \$10,000 has also been budgeted for Tourism Promotion Grants due to increased popularity and an aggressive advertising campaign to help fund more events for Pullman and generate further lodging stays.

A summary of visitor and relocation requests for the last five years are as follows:

2009 Website Statistics

Month	Visits	Page Views	PV/Visit
January	11,008	75,975	6.90
February	10,398	66,671	6.41
March	11,786	114,835	9.74
April	13,545	80,205	5.92
May	12,371	76,196	6.16
June	15,642	123,736	7.91
July	16,649	126,881	7.62
August	18,577	256,630	13.81
<i>September 1, 2008</i>	<i>17,334</i>	<i>94,138</i>	<i>5.43</i>
<i>October 1, 2008</i>	<i>12,614</i>	<i>79,141</i>	<i>6.27</i>
<i>November 1, 2008</i>	<i>9,961</i>	<i>72,696</i>	<i>7.30</i>
<i>December 1, 2008</i>	<i>9,537</i>	<i>71,473</i>	<i>7.49</i>
TOTAL	159,422	1,238,577	
Ave./month	13,285	103,215	7.77
Ave./day	437	3,393	7.77

Publication	2007	2008	2009 as of 9/1
NW Travel	1	n/a	n/a
WA State Travel	3	n/a	330
Sunset	7	283	1,119
Website	198	264	212
AAA	8	n/a	n/a
Horizon Air	n/a	n/a	8
Great Places to Live	n/a	n/a	15
Travel 50 & Beyond	588	745	628
Where to Retire	747	521	405
Other	884	841	194
Total	2,436	2,660	2,911
Relocation Packets	403	291	106

CIVIC IMPROVEMENT FUND #120

	2008 ACTUAL	AMENDED 2009 BUDGET	YTD 07/31/09	2010 REQUEST	\$ CHANGE
<u>REVENUES:</u>					
LODGING EXCISE TAX	275,281	253,598	132,516	260,047	6,449
INTEREST	17,014	16,613	2,984	5,116	(11,497)
TOTAL REVENUES:	\$292,295	\$270,211	\$135,501	\$265,163	(\$5,048)
+BEGINNING FUND BALANCE:	776,159	837,730	837,730	837,600	(130)
TOTAL RESOURCES:	\$1,068,454	\$1,107,941	\$973,230	\$1,102,763	(\$5,178)
<u>EXPENDITURES:</u>					
CONTRACT FOR TOURISM & CONVENTION PROMOTIONS	230,724	243,938	111,226	265,163	21,225
TOTAL EXPENDITURE	\$230,724	\$243,938	\$111,226	\$265,163	\$21,225
+ENDING FUND BALANCE	837,730	864,003	862,004	837,600	(26,403)
TOTAL USES:	\$1,068,454	\$1,107,941	\$973,230	\$1,102,763	(\$5,178)

FUND NUMBER:

310

TITLE

CEMETERY EXPANSION

PURPOSE:

To provide funds for cemetery expansion and/or development.

GOAL:

Continue to provide the opportunity for niche burials, by installing another 24 unit mausoleum.

BUDGET:

\$10,000

MAJOR BUDGET CHANGES:

Mausoleum installation in City Cemetery.

Revenues consist of interest earnings that are transferred from the Cemetery Endowment Care Fund.

CEMETERY EXPANSION FUND #310

	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	YTD <u>07/31/09</u>	2010 <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
FEES					
OTHER	828	6,000		2,000	(4,000)
TOTAL REVENUES:	828	\$6,000		\$2,000	(\$4,000)
+BEGINNING CASH:	12,669	20,929	20,929	23,021	2,092
TOTAL RESOURCES:	\$13,497	\$26,929	\$20,929	\$25,021	(\$1,908)
<u>EXPENDITURES:</u>					
SALARIES					
BENEFITS					
SUPPLIES					
MINOR CAPITAL					
OTHER SERVICES					
LAND PURCHASE					
IMPROVEMENTS				10,000	10,000
TOTAL EXPENDS:				\$10,000	\$10,000
+ENDING CASH	13,497	26,929	20,929	15,021	(11,908)
TOTAL USES:	\$13,497	\$26,929	\$20,929	\$25,021	(\$1,908)

FUND NUMBER:

315

TITLE

2005 LTGO BOND FUND

PURPOSE:

This fund collects the necessary General Fund amounts to repay the LTGO (Councilmanic) Bonds issued to finance improvements to Wawawai Path and Terre View Road. The City Council authorized the issuance and sale of the 2005 LTGO bonds on June 7, 2005.

REVENUES:

\$39,593

EXPENDITURES:

Principal:	\$35,000
Interest:	8,278
Total:	\$43,278

2005 LTGO BOND FUND #315

	<u>2008 ACTUAL</u>	<u>2009 BUDGET</u>	<u>YTD 07/31/09</u>	<u>2010 REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
GENERAL FUND	40,628	39,593		43,278	3,685
BOND PROCEEDS					
INVESTMENTS	22				
TOTAL REVENUES:	\$40,650	39,593		\$43,278	\$3,685
+BEGINNING CASH:	12,572	12,572	12,572	12,572	0
TOTAL RESOURCES:	53,221	325,717	266,505	\$55,850	(\$269,867)
<u>EXPENDITURES:</u>					
<u>PRINCIPAL:</u>					
2005 LTGO	30,000	30,000		35,000	5,000
<u>INTEREST:</u>					
2005 LTGO	10,378	9,343	4,671	8,278	(1,066)
OTHER IMPROVEMENT	12,464				
REGISTRATION		250			(250)
TOTAL EXPENDITURE	\$52,842	\$39,593	\$4,671	\$43,278	3,685
+ENDING CASH	380	12,572	7,901	12,572	0
TOTAL USES:	\$53,221	\$52,165	\$12,572	\$55,850	\$3,685

FUND NUMBER:**316****TITLE****2007 BOND FUND****PURPOSE:**

This fund was established to account for the revenue and expenditures related to the Parks and Paths Bond Fund projects.

REVENUES:

Funding for this project is from the 2007 Bond Fund.

EXPENDITURES:

2010 expenditures are estimated at \$345,000:

3355	Paths	\$302,000
3356	Ballfield Lighting	0
3357	Parks Restrooms	26,000
3358	Arts Pavilion	2,000
3359	Sidewalk Infilling	15,000
	Principal	205,000
	Interest	78,000

		\$628,300
Total		

2007 BOND FUND #316

	2008 ACTUAL	2009 BUDGET	YTD 07/31/09	2010 REQUEST	\$ CHANGE	%
REVENUES:						
PROPERTY TAX		281,350	152,413	283,300	1,950	0.7%
EQUITY TRANSFER IN						
BOND PROCEEDS	383,803	9,497			(9,497)	-100.0%
INVESTMENTS	22,539	2,500			(2,500)	-100.0%
TOTAL REVENUES:	692,235	293,347	152,413	283,300	(\$10,047)	-3.4%
+BEGINNING CASH:	2,142,491	1,061,920	1,061,920	782,782	(279,138)	-26.3%
TOTAL RESOURCES:	2,834,726	1,355,267	1,214,333	\$1,066,082	(\$289,185)	-21.3%
EXPENDITURES:						
PRINCIPAL:						
2007 GO	155,000	195,000		205,000	10,000	5.1%
INTEREST:						
2007 GO		86,100		78,300	(7,800)	-9.1%
OTHER IMPROVEMENTS	1,472,476	635,300	242,997	345,000		
DEBT ISSUE COSTS	6,576					
REGISTRATION	304	250			(250)	-100.0%
TOTAL EXPENDITURE	\$1,772,806	\$916,650	\$242,997	\$628,300	(288,350)	-31.5%
+ENDING CASH	1,061,920	438,617	971,336	437,782	(835)	-0.2%
TOTAL USES:	\$2,834,726	\$1,355,267	\$1,214,333	\$1,066,082	(\$289,185)	-21.3%

FUND NUMBER:

317

TITLE

2009 AIRPORT WATER BOND FUND

PURPOSE:

This fund collects the necessary General Fund amounts from the Water and Sewer system to repay the bond for Airport water construction and improvements.

REVENUES

Estimated receipts: \$46,500

EXPENDITURES

Estimated expenditures: \$2,297,393

2009 AIRPORT WATER BOND FUND #317

	2008 ACTUAL	2009 BUDGET	YTD 07/31/09	2010 REQUEST	\$ CHANGE
REVENUES:					
GENERAL FUND					
BOND PROCEEDS		2,685,000			(2,685,000)
INVESTMENTS		88,180		46,500	(41,680)
TOTAL REVENUES:		2,773,180		\$46,500	(\$2,726,680)
+BEGINNING CASH:				2,454,800	
TOTAL RESOURCES:		2,773,180		\$2,501,300	(\$271,880)
EXPENDITURES:					
PRINCIPAL:					
2009 REV BONDS				95,000	95,000
INTEREST:					
2009 REV BONDS		54,269		108,537	54,268
OTHER IMPROVEMENTS		205,432		2,093,856	
REGISTRATION		58,679			(58,679)
TOTAL EXPENDITURE		\$318,380		\$2,297,393	1,979,013
+ENDING CASH		2,454,800		203,907	(2,250,893)
TOTAL USES:		\$2,773,180		\$2,501,300	(\$271,880)

FUND NUMBER:

322

TITLE

DOWNTOWN PULLMAN RIVERWALK

PURPOSE:

This fund was established to account for the revenue and expenditures related to the Downtown Pullman Riverwalk project.

REVENUES:

Funding for this budget is from interest earned on 1998 Construction Fund monies.

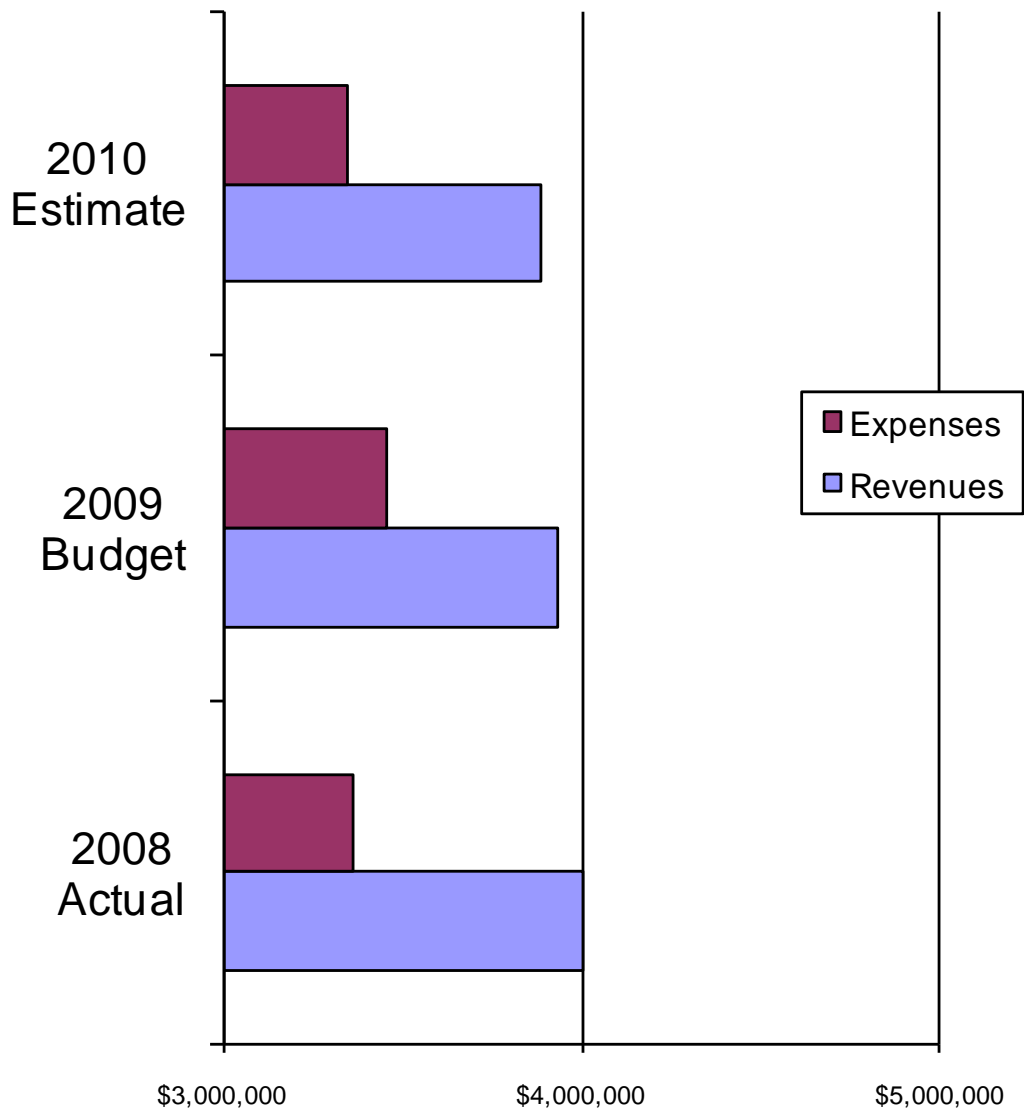
EXPENDITURES:

2010 expenditures are estimated at \$1,000 for completion of the Pine Street Bridge Lighting project.

DOWNTOWN PULLMAN RIVERWALK FUND #322

	<u>2008 ACTUAL</u>	<u>2009 BUDGET</u>	<u>YTD 07/31/09</u>	<u>2010 REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
FEDERAL GRANTS					
STATE GRANTS					
TRANSFER FROM FUND 302	81				
MISCELLANEOUS			12	20	20
TOTAL REVENUES:	\$81		\$12	20	\$20
+BEGINNING CASH:	16,406	15,660	15,660	2,678	(12,981)
TOTAL RESOURCES:	16,487	\$15,660	\$15,671	2,698	(\$12,961)
<u>EXPENDITURES:</u>					
SALARIES					
OVERTIME					
BENEFITS					
SUPPLIES					
MINOR EQUIPMENT					
PROF. SERVICES	(155)				
CAPITAL	983	15,000	239	1,000	(14,000)
TOTAL EXPENDITURE	\$828	\$15,000	\$239	\$1,000	(\$14,000)
+ENDING CASH	15,660	660	15,433	1,698	1,039
TOTAL USES:	\$16,487	\$15,660	\$15,671	2,698	(\$12,961)

Utility Fund: Water Division



Revenues vs. Expenses

FUND NUMBER:

401

TITLE**UTILITIES/WATER****ACTIVITY DESCRIPTION:**

Maintenance and operation of City water facilities delivering approximately 900 million gallons of water to consumers annually.

GOAL:

Provide a constant supply of the highest quality water available at adequate pressure to approximately 4,900 City water customers. Perform preventive maintenance as scheduled to prevent the development of any major problems in equipment, facilities, and distribution systems, and perform repairs as needed to ensure continuous quality service.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Replace approximately 300 water meters 15 years old or older to ensure accuracy in water consumption measurements; repair existing water meters, services, and hydrants; install 100 service connections for new construction; replace approximately 25 galvanized service lines with plastic or copper lines; survey approximately 20 miles of water mains and service lines for detection and repair of leaks; inspect, test, and repair all pressure-reducing valves, altitude valves and control valves; inspect and test 25% of all large water meters on a rotating basis; monitor and test all cross connection control devices installed in City facilities; perform preventive maintenance on pumps, motors, chlorine, fluoride, and telemetry equipment; daily monitoring for all wells, booster stations and reservoirs; daily monitoring for fluoride and chlorine residual levels; weekly sampling for coliform testing; annual testing for organics, nitrates, and trihalomethane; other testing as required for volatile organic contaminants, herbicides, pesticides, insecticides, bacteria, EDB, dioxin, endothall, diquat, glyphosphate, and radionuclides (approximately 3,000 tests conducted yearly).

BUDGET:

\$3,342,201

MAJOR BUDGET CHANGES:

The conversion to radio read meters and the implementation of Maintenance Connection Asset Management have been completed.

Included in the 2010 budget is a new electronic file repository software program shared with Sewer Treatment (\$15,000), a new submersible pump and motor for Well 6 (\$45,000), and ongoing participation in the Palouse Basin Aquifer Committee and related projects (\$40,000).

Minor Capital includes miscellaneous hand tools (\$4,000), Well 7 chemical room ventilation upgrades (\$9,500 carryover), personal protective equipment lockers (\$1,250), sampling stations (\$2,400), storage shelves for Instrumentation and Control manuals, tools, and inventory items (\$2,000), an inclimate weather breaker for protection while working on field telemetry (\$1,000), electrical repairs at Hopkins Booster Station (\$10,000), a drum cart for moving chlorine and fluoride barrels (\$2,500), and a gate wrench set (\$500).

Major Capital includes radio read meters for new accounts (\$25,000), 42.5% share of replacement of the M&O building roof (\$25,500 carryover), upgrades to the domestic water system at the Airport (\$50,000), replacement of a water line on Holbrook (\$52,000), replacement of a ½-ton pickup and 50% of a 1-ton pickup (\$62,000), 50% of the replacement of a backhoe (\$62,500), and other miscellaneous water line replacements (\$100,000).

MEASUREMENT TECHNIQUE:

Days of water supply shut down, amount of leak repairs, and meters replaced.

**UTILITY FUND
#401**

WATER-SEWER REVENUES AND EXPENDITURES

	2008	2009	YTD	2010	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/09</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>

REVENUES:

WATER DIVISION:

WATER SALES	2,959,309	3,151,000	1,669,643	3,371,000	220,000
MISCELLANEOUS	1,046,819	781,453	386,577	518,667	(262,786)

TOTAL REVENUES:

\$4,006,128	\$3,932,453	\$2,056,219	\$3,889,667	(\$42,786)
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EXPENDITURES:

SALARIES	570,181	612,177	334,728	605,150	(7,027)
OVERTIME	11,354	20,360	5,168	20,257	(103)
BENEFITS	264,042	303,232	161,746	291,221	(12,011)
SUPPLIES	483,919	507,366	296,744	400,768	(106,598)
MINOR EQUIPMENT	31,990	32,700	6,956	33,150	450
ERD RENTAL	138,436	170,761	80,463	159,177	(11,584)
OTHER SERVICES	1,172,517	966,589	548,555	1,017,228	50,639
INFO SYS/INTERGOVT	142,268			160,179	160,179
DEBT REDEMPTION	148,155	185,592	147,890	278,071	92,479
**CAPITAL	401,807	481,750	143,449	377,000	(104,750)

TOTAL EXPENDITURES:

\$3,364,667	\$3,451,765	\$1,793,362	\$3,342,201	(\$109,564)
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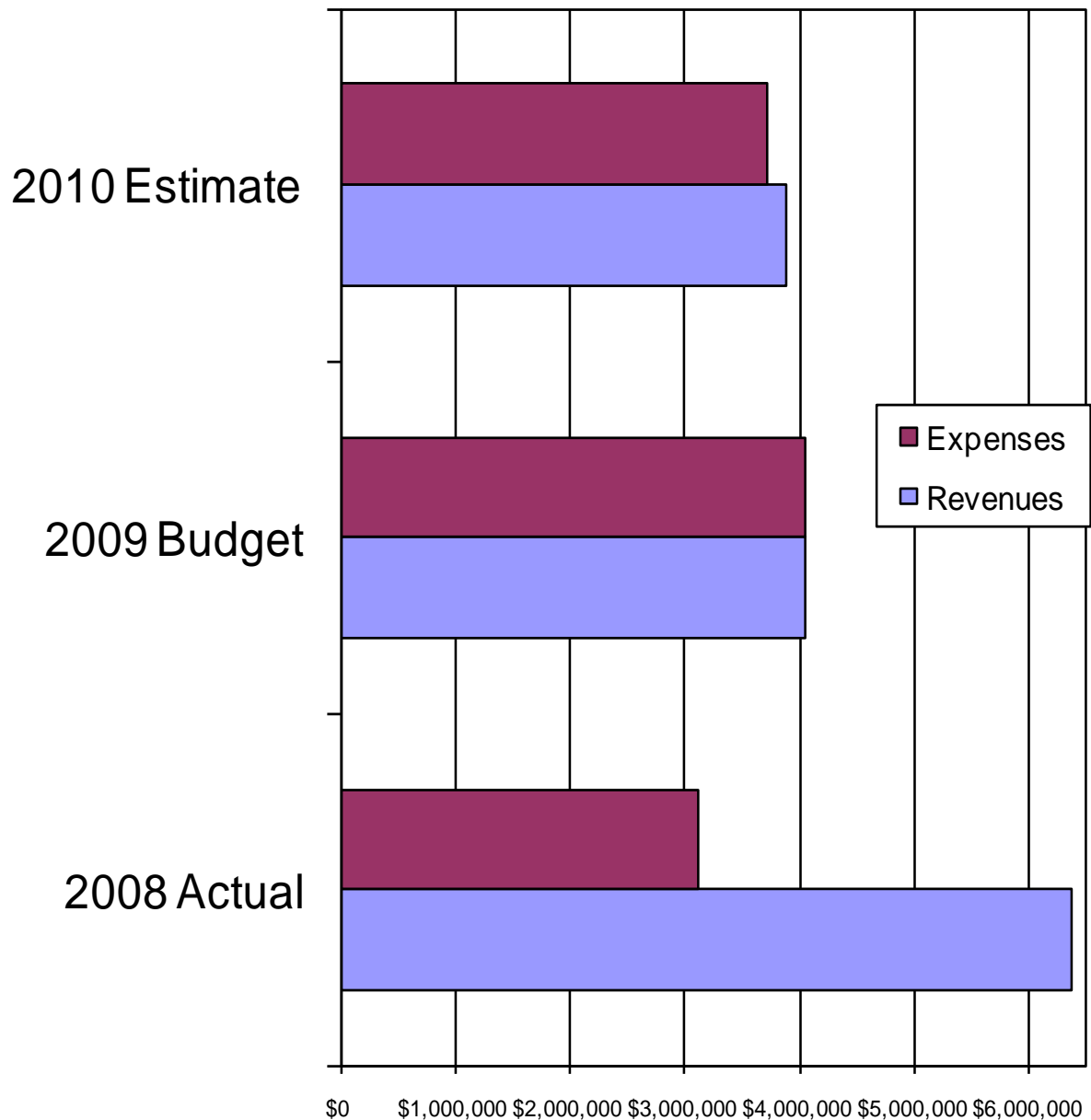
SURPLUS/(DEFICIT)

\$641,461	\$480,688	\$262,857	\$547,466	\$66,778
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STAFFING: WATER

Position	Full-Time Equivalent
Operations Supervisor	0.66
Maintenance Superintendent	0.40
Maintenance Supervisor	0.66
Maintenance Workers	5.40
Control Specialist	0.42
Engineering Technician	1.20
Seasonal/Casual	0.99
Clerical	0.89
Administration	0.50
Mapping Aide	0.28
Total	11.40

Utility Fund: Sewer/Sewage Treatment



Revenues vs. Expenses

ACTIVITY:**TITLE**

401

**UTILITIES/SEWER MAINTENANCE
AND SEWER TREATMENT****ACTIVITY DESCRIPTION:**

Maintenance of sewer collection facilities and maintenance and operation of the Wastewater Treatment Plant.

GOAL:

Provide a safe and effective wastewater collection system that will accept water and water-carried waste from their point of origin and carry them at an acceptable rate to the Wastewater Treatment Plant so as to provide uninterrupted service to City utility customers.

Provide wastewater treatment that meets or exceeds all Department of Ecology and Environmental Protection Agency regulations.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Perform planned and preventive maintenance on 90.3 miles of sewer lines and interceptor lines, which includes: jet-vac or power-rod 250,000 lineal feet of sewer mains; televising 15,000 lineal feet of sewer lines to support the sewer replacement program, for identifying problem lines with additional maintenance needs, and for verifying the location of customer lateral taps to the main.

Perform planned and preventive maintenance on two major and three minor sewer lift stations, which includes daily monitoring, monthly cleaning, and biannual motor and pump inspections, testing and repairs.

Annual treatment of approximately one billion gallons of wastewater meeting State Department of Ecology requirements. The budgeted service level will provide for the following: perform 65+ work orders monthly for routine and preventive maintenance functions on plant equipment; effectively manage the annual disposal and farmland application of approximately 700 dry tons of biosolids; conduct 3,700 laboratory tests annually for operational needs and monitoring requirements.

BUDGET:

\$3,721,646 (Sewer Maintenance is \$959,392 and Sewage Treatment is \$2,762,254)

MAJOR BUDGET CHANGES:

The 2010 budget includes a new electronic file repository software program shared with Water (\$15,000).

Minor Capital includes personal protective equipment storage lockers (\$3,750), replacement of a drainage station pump (\$6,000), replacement of influent wet well transducers (\$6,000), an instrumentation and control tool box, tools, and tool bag (\$3,500), 2 replacement sump pumps (\$1,400), and miscellaneous tool replacements (\$2,200).

Major Capital includes Steptoe Street Sewer Line replacement (\$20,000 carryover) Johnson Interceptor manhole repairs (\$75,000 carryover), 42.5% share of replacing the M&O shop roof (\$25,500 carryover), STP equipment building air handling upgrades (\$67,000), STP blower room hoist (\$15,000), STP lighting upgrades (\$18,000), STP disinfection system and effluent flowmeter upgrades (\$145,000 carryover), 50% of the replacement of a 1-ton pickup (\$25,000), 50% of the replacement of a backhoe (\$62,500), collection system projects identified in the completed General Sewer Plan update (\$75,000), and miscellaneous sewer main replacements (\$75,000).

MEASUREMENT TECHNIQUE:

Number of sewer line stoppages and effluent parameters meeting Department of Ecology requirements.

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**UTILITY FUND
#401**

WATER-SEWER REVENUES AND EXPENDITURES

2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	YTD <u>07/31/09</u>	2010 <u>REQUEST</u>	<u>\$ CHANGE</u>
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SEWER/SEWAGE TREATMENT DIVISION:

REVENUES:

SEWER SALES	2,093,230	2,251,000	1,326,128	2,501,000	250,000
WSU REIMBURSMT	651,793	600,000	399,252	700,000	100,000
MISCELLANEOUS	2,075,500	1,197,947	636,314	676,383	(521,564)

TOTAL REVENUES:

\$6,376,598	\$4,048,947	\$2,361,694	\$3,877,383	(\$171,564)
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EXPENDITURES:

SALARIES	642,385	757,514	395,817	758,456	942
OVERTIME	7,128	14,325	3,209	14,194	(131)
BENEFITS	283,668	354,800	185,892	347,438	(7,362)
SUPPLIES	37,362	169,175	100,490	173,736	4,561
MINOR EQUIPMENT	38,758	55,100	8,003	22,850	(32,250)
ERD RENTAL	67,679	73,252	44,520	106,597	33,345
OTHER SERVICES	735,408	869,194	526,328	985,478	116,284
INFO SYS/INTERGOVT	170,129	189,932	83,715	154,624	(35,308)
DEBT REDEMPTION	657,354	556,881	515,002	555,273	(1,608)
**CAPITAL	480,304	1,012,750	314,459	603,000	(409,750)

TOTAL EXPENDITURES:

\$3,120,176	\$4,052,923	\$2,177,433	\$3,721,646	(\$331,277)
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SURPLUS/(DEFICIT)

\$1,700,347	(\$3,976)	\$184,260	\$155,737	\$159,713
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STAFFING:SEWER/SEWAGE TREATMENT

Position	Full-Time Equivalent
Maintenance Superintendent	0.15
Maintenance Supervisor	0.13
Operations Supervisor	0.19
WWTP Supervisor	1.00
WWTP Operator	5.00
Laboratory Manager	1.00
WWTP Mechanic	1.00
Control Specialist	0.43
Maintenance Workers	2.16
Engineering Technician	1.20
Seasonal/Casual	1.64
Clerical	0.96
Administration	0.50
Mapping Aide	0.28
Total	15.64

TOTAL UTILITY FUND:

REVENUES:	8,826,651	7,981,400	4,417,913	7,767,050	(214,350)
EXPENDITURES:	6,484,843	7,504,688	3,970,795	7,063,847	(440,841)
SURPLUS/(DEFICIT):	2,341,808	476,712	447,118	703,203	226,491
ENDING CASH:	4,026,961	4,503,672	4,474,079	5,640,614	1,136,942

FUND NUMBER:**402****TITLE****STORMWATER****ACTIVITY DESCRIPTION:**

Implementation of the Stormwater Management Program in conformance with the City's NPDES Phase II Municipal Stormwater Permit.

GOAL:

Schedule activities within the budgeted stormwater program that will improve water quality in receiving streams by reducing pollution, maintain and improve infrastructure, reduce volume-induced negative water quality impacts to natural drainage systems, increase public awareness of stormwater issues and meet regulatory permit requirements. Administer stormwater regulations, policies, and practices in a positive, helpful manner.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Achieve compliance with the NPDES Municipal Stormwater Permit. Implement the stormwater maintenance program including: 1) Sweeping of 5,300 lane miles per year including weekly sweeping of the Central Business District and major arterials; monthly sweeping of secondary arterials and major collectors; and quarterly sweeping of residential streets; 2) Leaf cleanup program in November; 3) Televisе approximately 500 feet of storm drain lines. 4) Clean 2,500 lineal feet of storm drain lines; 5) Inspect and clean 1200 catch basins, 900 manholes, 30 flow control facilities (detention ponds), 10 treatment facilities (biofiltration swales, oil/water separators, etc.) on a rotating basis. Inspect and ensure property functioning of 100 private flow control and treatment facilities on a rotating basis.

BUDGET:

\$580,340

MAJOR BUDGET CHANGES:

2010 will be the first full year for the stormwater budget. All street sweeping and storm system maintenance will be performed under the stormwater budget. ERD charges for street sweepers and the trailer-mounted jet-vac unit will be a stormwater expense. 10 percent of the maintenance and operation personnel will be charged to stormwater as well as some M&O clerical/administrative support. To compensate

for these expenses, \$188,000 will be paid by the Street Fund to the Stormwater Fund. A Stormwater Field Inspector/Technician is included in the 2010 budget as well as \$15,000 to begin an analysis of charging a stormwater fee for undeveloped property.

Minor Capital includes 5 charity car wash kits (\$2,500) and miscellaneous tools and equipment (\$750). Capital includes \$15,000 for the Olsen Street Storm Drain project.

MEASUREMENT TECHNIQUE:

NPDES Phase II Municipal Stormwater Permit compliance; number of lane miles swept; successful leaf pickup program; feet of storm drain pipe televised and cleaned; number of catch basins and manholes inspected and cleaned; number of flow control and treatment facilities inspected and maintained; proper functioning of private flow control and treatment facilities, and public feedback.

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STORMWATER FUND #402

	2008 <u>ACTUAL</u>	2009 BUDGET	YTD <u>07/31/09</u>	2010 <u>REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
CHARGES GOODS&SERVICE		310,500	190,658	560,000	249,500
INVESTMENT INTEREST		1,000			(1,000)
OPERATING TRANSFERS		141,000		188,000	47,000
MISCELLANEOUS					
TOTAL REVENUES:		\$452,500	\$190,658	\$748,000	\$295,500
+BEGINNING CASH:				165,711	165,711
TOTAL RESOURCES:		\$452,500	\$190,658	\$913,711	\$461,211
EXPENDITURES:					
SALARIES		148,340	18,416	176,568	28,228
OVERTIME		2,017	107	3,278	1,261
BENEFITS		76,386	8,528	90,237	13,851
SUPPLIES		2,750	152	6,000	3,250
MINOR EQUIPMENT		1,400		3,250	1,850
ERD RENTAL			39,382	80,954	
BLDG RENTAL			1,756	3,532	
INFO SYSTEMS			1,557	2,521	
OTHER SERVICES		92,419	21,146	199,000	106,581
INTGOVT/OTHER		3,000			(3,000)
CAPITAL				15,000	15,000
TOTAL EXPENDITURE		\$326,312	\$91,044	\$580,340	\$167,021
+ENDING CASH		40,799	99,614	333,371	294,190
TOTAL USES:		\$367,111	\$190,658	\$913,711	\$461,211

STAFFING: STORMWATER	
Position	Full-Time Equivalent
Stormwater Service manager	1.00
Field Technician	1.00
Maintenance Supervisor	0.06
Maintenance Workers	1.20
Clerical	0.16
Total	3.42

ACTIVITY:**TITLE****403****UTILITY CAPITAL PROJECTS FUND****PURPOSE:**

This fund was established to account for major water, sewer and sewage treatment capital projects. Many of the projects are multi-year projects that will not be completed within 2010. This utility capital projects fund more accurately accounts for total project costs for multi-year projects. The 2010 request includes only the estimated project dollars that we intend to expend in 2010.

REVENUES:

Funding for projects will be from Utility Fund reserves, a revenue bond, Public Works Trust Fund loans, and from WSU for their share of treatment plant projects.

EXPENDITURES: \$3,048,175

Utility Capital Projects include:

Water

SW High Standpipe Reservoir	\$ 127,500
Booster Station 10	261,375
Well 8	679,500
Telemetry Upgrade	36,000
Well 5 Chlorine Upgrades	23,100
Airport Water System	686,500
City Hall 2 nd Floor Remodel	30,000
Reaney Park Waterline	45,700
High Street Waterline (Jackson)	2,500
M&O Radio Communications Upgrades	185,000
Guy Street Waterline	\$ 138,000
Total	\$2,215,175

Sewer

Clifford Sewer (carryover)	\$ 650,000
Total	<u>\$ 650,000</u>

WWTP

New Digester	\$ 20,000
Aeration Basin Upgrades	10,000
STP Electrical & Control Upgrade	100,000
Colfax Lift Station Upgrades	<u>53,000</u>
Total	<u>\$ 183,000</u>

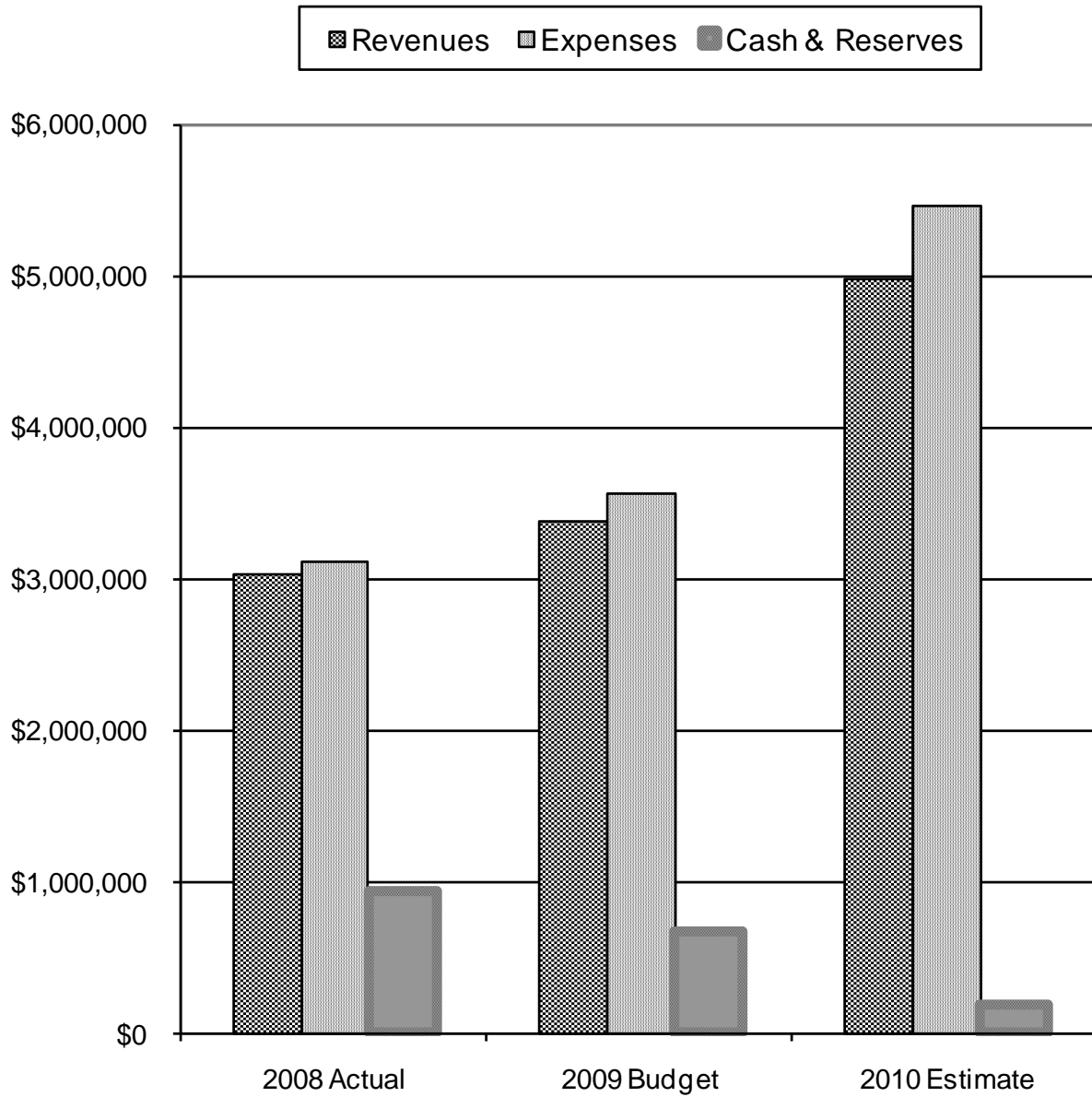
Grand Total	\$3,048,175
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UTILITY CAPITAL PROJECTS FUND 403

	<u>2007 BUDGET</u>	<u>2008 BUDGET</u>	<u>2009 REQUEST</u>	<u>2010 REQUEST</u>
<u>REVENUES:</u>				
WSU CONTRIBUTIONS				
OTHER				
TOTAL REVENUES:				
+UTILITY FUND CASH + LOANS:	7,376,886	7,097,306	6,347,700	3,048,175
TOTAL RESOURCES:	\$7,376,886	\$7,097,306	\$6,347,700	\$3,048,175
<u>CAPITAL EXPENDITURES:</u>				
<u>SEWAGE TREATMENT PLANT:</u>				
BLOWER UPGRADE	50,000			
STP ELECTRICAL & CONTROL UPGRADE	600,000			
STP SECONDARY CLARIFIER UPGRADES	200,000			
RAS PUMPING UPGRADE	45,000			
<u>SEWER:</u>				
CLIFFORD STREET SEWER	420,850	420,850	420,850	650,000
BISHOP PRO MALL/SEWER				
RV PARK/RIVERVIEW SEWER	30,000	30,000	3,500	
FISK STREET SEWER	2,600			
WINDUS STREET SEWER	2,241			
LAKE STREET SEWER REPLACEMENT				
INFLUENT GRIT/GREASE REMOVAL				
MCKENZIE STREET SEWER		100,000	6,000	
PIONEER SEWER		140,000	7,500	
<u>WATER SYSTEMS:</u>				
SW HIGH STANDPIPE	1,049,175	1,731,800	1,422,150	127,500
NORTH INTERM. TANK LINER				
WAWAWAI ROAD WATER LINE				
SO. INTERMEDIATE RESERVOIR	104,000			
TELEMETRY	100,000	200,000	90,000	36,000
LANDIS TANK LINER				
BOOSTER STATION #10	35,000	76,500	204,375	261,375
JOHNSON ROAD WATERLINE				
WELL #8	481,400	251,200	1,126,200	679,500
BOOSTER 4 MODIFICATIONS	166,550			
WATER SYSTEM SECURITY IMPROVEMENTS	161,620	4,000		
IRRIGATION SYSTEM UPGRADES	433,970	352,970	764,725	
WELL #5 CHLORINE UPGRADE	175,525	175,700	23,100	23,100
AIRPORT WATER SYSTEM	203,170	108,600	1,617,750	686,500
CITY HALL 2ND FLOOR REMODEL	15,785	30,000	50,000	30,000
M&O RADIO COMMUNICATIONS				185,000
REANEY PARK WATERLINE			45,000	45,700
HIGH STREET WATERLINE			94,000	2,500
GUY STREET WATERLINE				138,000
<u>WASTEWATER TREATMENT PLANT:</u>				
NEW DIGESTER	2,600,000	2,930,686	417,550	20,000
AERATION BASIN CONSTR./UPGRADES	500,000	30,000	20,000	10,000
STP ELECTRICAL & CONTROL UPGRADE		500,000	20,000	100,000
STP SECONDARY CLARIFIER UPGRADES		10,000	10,000	
RAS PUMPING UPGRADE		5,000	5,000	
COLFAX LIFT STATION				53,000
TOTAL EXPENDITURES:	\$7,376,886	\$7,097,306	\$6,347,700	\$3,048,175
+ENDING CASH				
TOTAL USES:	\$7,376,886	\$7,097,306	\$6,347,700	\$3,048,175

TRANSIT FUND



FUND NUMBER:**405****TITLE****TRANSIT****ACTIVITY DESCRIPTION:**

Operation of the City=s transit system, service includes the fixed route and Dial-A-Ride services.

GOAL:

Provide safe, reliable, and convenient public transportation to the citizens of Pullman for a reasonable cost.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Transport over 1,300,000 fixed route passengers and provide 19,000 Dial-A-Ride trips.

Keep the fixed route farebox return ratio over 50 percent.

Keep fixed route ridership per hour near or above 55 riders.

Keep overall operating cost per passenger on the fixed route below \$1.75.

Keep Dial-A-Ride on-time pickup percentage above 95 percent.

BUDGET:

\$5,462,127

MAJOR BUDGET CHANGES:

Major budget changes for 2010 include the purchase of five new buses, reorganized administrative structure, and additional services including an express route and a senior shuttle.

Minor Capital includes the replacement of miscellaneous office equipment (\$2,000), a soap foaming system for washing buses (\$600), 2 storage buildings for records

(\$3,000), a new supply cabinet (\$300), and a desk for the Customer Services Supervisor (\$1,500).

Major capital includes 5 new buses (\$1,960,890), 2 new bus shelters (\$26,000), 1 Dial-A-Ride van (\$60,000), minor remodel of office space (\$15,051), and a new restroom/breakroom at the intersection of Terre View and North Fairway (\$50,000).

MEASUREMENT TECHNIQUE:

The operational performance of Pullman Transit is measured against all other Washington transit systems using criteria established by the State and described in our 2009-2014 Transit Development Plan.

TRANSIT FUND #405

	2008	2009	YTD	2010	
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/09</u>	<u>REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
FARES	1,292,809	1,386,862	686,780	1,680,494	293,632
OTHER LOCAL	5,445	7,500	3,742	7,500	
STATE MVET	56,694				
EQUALIZATION					
UTILITY TAX	1,122,403	1,050,000	646,511	1,073,000	23,000
TOT OPER REVENUE	\$2,621,692	\$3,031,805	\$1,610,489	\$2,760,994	(\$270,811)
VEHICLE GRANT	151,408	340,794		1,627,200	1,286,406
OPERATING GRANT	401,192	587,443		592,750	5,307
TOTAL REVENUES:	\$3,029,951	\$3,372,599	\$1,610,489	\$4,980,944	\$1,608,345
+BEGINNING CASH:	767,419	939,937	939,937	663,331	(276,606)
TOTAL RESOURCES:	\$3,797,369	\$4,312,536	\$2,550,426	\$5,644,275	\$1,331,739
EXPENDITURES:					
SALARIES	1,148,798	1,280,382	654,207	1,348,467	68,085
OVERTIME	39,670	29,970	20,014	34,910	4,940
BENEFITS	554,067	676,962	340,975	720,185	43,223
SUPPLIES	25,160	33,860	11,708	32,000	(1,860)
MINOR EQUIPMENT	16,084	10,400	14,359	8,800	(1,600)
EQUIPMENT MAINTENANCE	692,902	757,698	378,562	756,416	(1,282)
DEPRECIATION	246,920				
OTHER SERVICES	177,078	214,082	166,713	245,773	31,691
TOTAL OPER. EXPENSE	\$2,900,679	\$3,003,354	\$1,586,537	\$3,146,551	\$143,197
CAPITAL	103,674	361,944	18,238	2,111,941	1,749,997
TO STREET FUND	100,000	100,000		100,000	
INTERFUND PAYMENTS		86,504	43,547	103,635	17,131
TOTAL EXPENDITURE	\$3,104,352	\$3,551,802	\$1,648,322	\$5,462,127	\$1,910,325
+ENDING CASH	939,937	760,734	902,104	\$182,148	(578,586)
TOTAL USES:	\$4,044,289	\$4,312,536	\$2,550,426	\$5,644,275	\$1,331,739

STAFFING	
Position	Full-Time Equivalent
Administration	0.20
Transit Manager	1.00
Operations Supervisor	1.00
Customer Service Supervisor	1.00
Training Officer	1.00
Dispatcher	2.91
Customer Service Representative	1.50
Driver, Full Time	15.75
Driver, 3/4 Time	2.25
Driver, 1/2 Time	0.75
Driver, Extra Board Time	3.50
Bus Washer	2.56
Total	33.42

FUND NUMBER:

501

TITLE**EQUIPMENT RENTAL****ACTIVITY DESCRIPTION:**

Preventive maintenance and repair of all equipment in the City fleet.

GOAL:

Perform preventive maintenance and routine repairs on all City vehicles to minimize equipment maintenance and operation costs and to maximize equipment availability and useful life, so that City staff can provide the highest possible level of service to the public.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Perform preventive maintenance and minor repairs on fleet equipment: 4 fire trucks, 9 ambulance/rescue vehicles, 1 hazmat semi truck and trailer, 12 police vehicles, 18 transit buses, 2 mini-buses, 48 light vehicles (passenger cars, vans, and trucks half-ton or smaller), 20 large trucks (one-ton or larger, including dump trucks, vac trucks and sweepers), 14 pieces of various heavy equipment, and 35 attachments and accessory equipment; and prepare new equipment for service. Over 1900 service calls for routine maintenance, repairs, and overhauls are completed.

BUDGET:

\$2,567,643

MAJOR BUDGET CHANGES:

The major budget changes are a decrease of \$150,000 for fuel and not continuing a temporary $\frac{3}{4}$ -time mechanic. The fuel island relocation project has been deferred to 2011.

Minor Capital includes a 12/24 volt jump starter (\$850), adding aluminum welding capability to an existing welder (\$750), a replacement air hose reel (\$1,800), employee tool replacement per the labor agreement (\$1,500), and other miscellaneous tool and equipment replacements (\$4,500).

Capital Expenditures includes approved CIP vehicle replacements, many of which are carryover purchases that had been deferred in 2009 (\$734,000).

FY2010 CIP VEHICLE REPLACEMENTS:

97-219	1997	Sweepster Broom - Parks (co)	\$	9,000
94-111	1994	John Deere Loader - M&O (co)		190,000
85-121	1985	Tilt Bed Trailer - M&O (co)		15,000
02-216	2002	Honda ATV - Parks (co)		10,000
93-068	1993	Mobile Sweeper - M&O (co)		185,000
99-011	1999	Medtec III ambulance		255,000
88-062	1988	Model 200 Brush Bandit - Parks		40,000
06-018	2006	Ford Crown Victoria - Police	\$	<u>30,000</u>
TOTAL			\$	734,000

MEASUREMENT TECHNIQUE:

Satisfaction of vehicle performance from user departments.

FUND NUMBER:**501-4801****TITLE****ERD EXPANSION****PURPOSE:**

This fund was established to account for the revenue and expenditures related to the expansion of the Equipment Rental Division facility.

REVENUES:

Funding for this project is an 80% FTA 5309 grant with the 20% match from the ERD reserves with reimbursement from user departments prorated according to use of the facility as recorded on vehicle work orders.

EXPENDITURES:

2010 expenditures are estimated at \$707,750.

EQUIPMENT RENTAL FUND #501

	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	YTD <u>07/31/09</u>	2010 <u>REQUEST</u>	<u>\$ CHANGE</u>
REVENUES:					
EQUIPMENT RENT & REPAIR	1,742,076	2,076,313	1,038,664	1,956,841	(119,472)
MISCELLANEOUS	83,306	151,538	35,645	598,200	446,662
TRANSFERS IN/OUT		61,923	69,817	61,923	
TOTAL REVENUES:	\$1,927,663	\$2,289,774	\$1,144,126	\$2,616,964	\$327,190
+BEGINNING CASH	1,238,948	1,238,948	1,238,948	1,167,832	(71,116)
TOTAL RESOURCES:	\$3,166,611	\$3,528,722	\$2,383,074	\$3,784,796	\$256,074
EXPENSES:					
SALARIES	326,854	336,392	194,250	312,599	(23,793)
OVERTIME	10,604	13,201	2,837	13,110	(91)
BENEFITS	137,665	172,839	91,758	161,572	(11,267)
SUPPLIES	936,991	1,053,910	358,541	900,410	(153,500)
MINOR EQUIPMENT	16,940	10,200	4,334	9,400	(800)
OTHER SERVICES	359,345	469,018	214,756	463,631	(5,387)
INFO SYS/INTERGOVT	311,657	23,116	8,858	18,748	(4,368)
DEPRECIATION					
DEBT SERVICE	61,923	61,923		61,923	
CAPITAL	343,845	744,000	83,010	1,334,000	590,000
TOTAL EXPENSES	\$2,041,609	\$2,884,601	\$958,344	\$3,275,393	\$390,792
+ENDING CASH	109,540	200,330	200,330	509,403	309,073
+CAP/DEPR RESERVES	1,129,408	443,791	1,224,400		(443,791)
TOTAL USES:	\$3,280,557	\$3,528,722	\$2,383,074	\$3,784,796	\$256,074

STAFFING	
Position	Full-Time Equivalent
Maintenance Superintendent	0.20
Auto Repair Supervisor	1.00
Heavy Equipment Mechanic	4.00
Clerical	0.60
Seasonal/Casual	0.65
Total	6.45

FUND NUMBER:

504

TITLE**GOVERNMENT BUILDINGS****ACTIVITY DESCRIPTION:**

Provide building care, maintenance, service, and supplies to City buildings and facilities.

GOAL:

Maintain buildings that create a good first impression and that reflect pride in the buildings and the City. Maintain an appropriate level of service for each government facility.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Appearance of the buildings and facilities, timely response for assistance and emergencies, and for employee and public comfort.

Resolution of building operation emergencies within 24 hours 90% of the time. On-going preventive maintenance programs to ensure a better appearance and accessibility of buildings for everyone while maintaining a quality environment.

BUDGET:

\$834,118

MAJOR BUDGET CHANGES:

Amortization is not being charged for Government Buildings vehicles for 2010.

The only special maintenance projects included in the 2010 budget are power vac cleaning the HVAC ducts for the Police Station and the Fire Stations (\$24,000) and replacing window drapes at Fire Station 1. Several other projects were identified but not included due to budget constraints. Major Capital only includes retainage for the Skyline Base Station Upgrade project.

Minor Equipment includes a window/wall cleaning waterfed pole (\$500) and 3 replacement vacuums (\$1,476).

MEASUREMENT TECHNIQUE:

Resource management, building appearance, comfort, and feedback from facility managers.

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GOVERNMENT BUILDINGS FUND #504

	<u>2008</u>	<u>2009</u>	<u>YTD</u>	<u>2010</u>	<u>\$ CHANGE</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>07/31/09</u>	<u>REQUEST</u>	
<u>REVENUES:</u>					
BUILDING RENTS	820,411	822,396	828,396	869,368	46,972
GENERAL FUND	125,717				
MISCELLANEOUS	7,877	4,100	8,541	5,750	1,650
TOTAL REVENUES:	\$954,005	\$826,496	\$836,937	\$875,118	\$48,622
+BEGINNING CASH:	494,410	413,063	413,063	360,925	(52,138)
TOTAL RESOURCES:	\$1,298,190	\$1,239,559	\$1,250,000	\$1,236,043	(\$3,516)
<u>EXPENDITURES:</u>					
SALARIES	200,582	207,635	120,761	213,857	6,222
OVERTIME	15,388	13,253	7,049	13,576	323
BENEFITS	119,611	129,056	71,747	133,107	4,051
SUPPLIES	70,921	75,300	36,802	75,200	(100)
MINOR EQUIPMENT	3,110	8,800	779	1,976	(6,824)
ERD RENTAL	18,898	20,229	10,575	9,255	(10,974)
OTHER SERVICES	366,106	357,733	185,199	384,700	26,967
INFO SERVICES/GOVT BUILD				1,447	(74,960)
CAPITAL	240,737	37,000	10,780	1,000	(36,000)
TOTAL EXPENDITURES:	\$1,035,352	\$925,413	\$519,294	\$834,118	(\$91,295)
+ENDING CASH	413,063	314,146	730,706	401,925	87,779
TOTAL USES:	\$1,298,190	\$1,239,559	\$1,250,000	\$1,236,043	(\$3,516)

STAFFING	
Position	Full-Time Equivalent
Maintenance Supervisor	1.00
Maintenance Worker	1.00
Custodian	3.00
Seasonal Casual	0.25
Administration	0.20
Clerical	0.15
Total	5.60

FUND NUMBER

507

TITLE**INFORMATION SYSTEMS****Activity Description:**

Provide a stable and productive computing environment throughout the citywide network including Whitcom by maintaining and securing the network infrastructure, supplying functional workstations and software, and providing user and software vendor support as requested.

Goal:

To provide a stable and secure citywide network that facilitates enhanced communication and workflow to enhance the efficiency of the City staff.

Performance Measure/Budgeted Service Level

Maintain, monitor, and secure the local and wide area network to ensure reliable connectivity for the 16 separate City sites and Whitcom for both internal and external network services. Maintain and provide hardware and software upgrades for the City's and Whitcom's 27 servers. Maintain and provide hardware and software upgrades for the 198 user workstations. Manage network and email access for 246 City and Whitcom employees with computer access. Provide computer and application support for all City employees and software vendor personnel.

EXPENDITURES: \$378,315 Total

Equipment:	\$ 60,000
Operating requirements:	\$307,516

MAJOR BUDGET CHANGES:

No major changes.

MEASUREMENT TECHNIQUE:

Satisfaction of network, workstation, and application performance from user departments.

FUND NUMBER:

507-5700

TITLE

GOVERNMENT ACCESS CHANNEL

ACTIVITY DESCRIPTION:

Broadcast City Council, Hospital Board, and League of Women Voters meetings both live and on a replay schedule. Use the reader board to disseminate public service announcements and notice of local City sponsored events. Broadcast the Washington State Government channel (TVW), and other State productions when they are available.

GOAL:

Provide the citizens of Pullman with increased access to governmental information, activities, and meetings.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Broadcast public service information to residents of Pullman on Channel 13. Provide community access to local and state government proceedings.

BUDGET:

\$10,799

MAJOR BUDGET CHANGES:

No major changes.

MEASUREMENT TECHNIQUE:

Input received from community

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INFORMATION SYSTEMS FUND (507)

	<u>2008</u> <u>ACTUAL</u>	<u>2009</u> <u>BUDGET</u>	<u>YTD</u> <u>7/31/2009</u>	<u>2010</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
GENERAL FUND TRANSFER	3,917	4,799	4,799	4,799	
MISCELLANEOUS	35,346		198		
NETWORK & SERVICE FEES	364,753	374,015	188,975	374,015	
TOTAL REVENUES:	404,016	\$378,814	\$193,972	\$378,814	
BEGINNING CASH	216,318	258,376	258,376	255,167	(3,209)
TOTAL RESOURCES:	620,334	\$637,190	\$452,348	\$633,981	(\$3,209)
<u>EXPENDITURES:</u>					
SALARIES	103,115	115,278	64,888	116,608	1,330
OVERTIME	5,373				
BENEFITS	42,121	45,320	26,650	46,764	1,444
SUPPLIES	99	1,250	52	1,250	
MINOR CAPITAL	53,587	17,400	41,634	17,400	
OTH SERVICES	128,573	129,092	76,934	127,614	(1,478)
EQUIP RENTAL	5,426	8,777	4,389	1,616	(7,161)
BLDG RENTAL	24,445	9,311	4,202	7,063	(2,248)
INTGOVT/OTHER					
EQUIPMENT	7,246	60,000	22,193	60,000	
TOTAL EXPENDITURES:	369,985	\$386,428	\$240,941	\$378,315	(\$8,113)
ENDING CASH:	258,376	250,761	211,406	255,666	4,904
TOTAL USES:	628,360	\$637,190	\$452,348	\$633,981	(\$3,209)

FUND NUMBER:

607

TITLE**LAWSON GARDENS PARK
ENDOWMENT TRUST FUND****ACTIVITY DESCRIPTION:**

Care and maintenance of Lawson Gardens including annual gardens, perennial gardens, rose garden, xeriscape garden and turf areas.

GOAL:

Propagate the plant material to plant and maintain all the gardens in a quality manner. Manage resources so the fund is used effectively.

PERFORMANCE MEASURE/BUDGETED SERVICE LEVEL:

Turf is mowed and trimmed on a seasonal, weekly basis.

Annuals are planted as soon as weather permits.

All flower beds are maintained properly and to a high standard.

BUDGET:

\$ 167,451

MAJOR BUDGET CHANGES:

Capital Improvement projects: Spring/creek bed development and pond development east of reflective pool.

MEASUREMENT TECHNIQUE:

Appearance of Lawson Gardens; health and vigor of plant material and resource management.

LAWSON GARDENS PARK ENDOWMENT TRUST FUND #607
(Category 3 Only)

	<u>2008</u> <u>ACTUAL</u>	<u>2009</u> <u>BUDGET</u>	<u>YTD</u> <u>07/31/09</u>	<u>2010</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
DONATIONS					
INVESTMENT INCOME	139,550	130,000	39,464	108,614	(21,386)
OTHER	5,932	3,000	2,709	3,000	
TOTAL REVENUES:	\$145,482	\$133,000	\$42,173	\$111,614	(\$21,386)
+BEGINNING CASH:	295,644	584,647	584,647	584,465	(182)
TOTAL RESOURCES:	\$441,126	\$717,647	\$626,820	\$696,079	(\$21,568)
<u>EXPENDITURES:</u>					
SALARIES	46,555	51,642	30,495	52,121	479
OVERTIME	1,033	1,100	706	1,100	
BENEFITS	24,846	24,550	16,369	23,523	(1,027)
SUPPLIES	7,370	12,500	8,164	12,500	
MINOR CAPITAL					
OTHER SVCS	1,344	15,395	2,013	15,350	(45)
INTERFUND	354	650	98	288	(362)
CAPITAL	84,929	46,961	3,430	62,569	15,608
TOTAL EXPENDS:	\$166,432	\$152,798	\$61,274	\$167,451	\$14,653
+ENDING CASH	584,647	564,849	565,546	528,628	(36,221)
TOTAL USES:	\$751,079	\$717,647	\$626,820	\$696,079	(\$21,568)

FUND NUMBER**TITLE****610****CEMETERY ENDOWMENT CARE FUND****PURPOSE:**

This fund was established in 1965 to provide a corpus whose earnings are to be used for the ongoing maintenance and improvements of the City operated cemeteries.

REVENUES:

Revenues are generated from a portion of the cemetery grave sales. 30 percent of grave sales are placed in the Cemetery Care Fund. These revenues are to build principal, which cannot be spent. The income from the investments may be used for the care, upkeep, maintenance, and improvement of the cemetery.

EXPENDITURES: \$8,000

Interest earnings are being transferred to the Cemetery Expansion Fund for future projects.

CEMETERY CARE FUND #610

	2008 <u>ACTUAL</u>	2009 <u>BUDGET</u>	YTD <u>07/31/09</u>	2010 <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
FEES	2,777	2,200	4,623	2,500	300
OTHER	6,496	6,000	1,140	6,000	2,000
TOTAL REVENUES:	9,273	\$8,200	\$5,763	\$8,500	\$300
+BEGINNING CASH:	240,192	242,968	242,968	246,847	3,879
TOTAL RESOURCES:	\$249,464	\$251,168	\$248,731	\$255,347	\$4,179
<u>EXPENDITURES:</u>					
SALARIES					
BENEFITS					
SUPPLIES					
MINOR CAPITAL					
OTHER SERVICES					
LAND PURCHASE					
INTERGOVERNMENT	6,496	6,000		8,000	
IMPROVEMENTS					
TOTAL EXPENDS:		\$6,000		\$8,000	\$2,000
+ENDING CASH	242,968	245,168	248,731	247,347	2,179
TOTAL USES:	\$249,464	\$251,168	\$248,731	\$255,347	\$4,179

FUND NUMBER**TITLE****615****FIREMEN'S PENSION FUND****PURPOSE:**

This fund is a trust fund created to supplement pension and benefit payments to two firefighters who were employed before the present LEOFF Retirement Plan was instituted statewide.

REVENUES: \$25,900

Revenues come from a state-distributed tax on fire insurance premiums plus investment income.

EXPENDITURES: \$0

An actuarial study of this fund conducted as of January 1, 2002, indicated there were adequate reserves to cover potential future pension demands. The actuary also recommended that outlays for nonpension purposes should not exceed \$203,000 per year. Since 2002 the economy has suffered and the medical insurance markets have experienced dramatic increases, so prior to 2005 the fund had been drawing down reserves. To maintain a reserve to insure against potential future firemen pension exposures, the medical expenses including insurance premiums of all LEOFF I firefighters will continue to be budgeted in the General Fund. Reserves should equal \$259,180 by year-end 2010.

FIREMEN'S PENSION FUND #615

	<u>2008</u> <u>ACTUAL</u>	<u>2009</u> <u>BUDGET</u>	<u>YTD</u> <u>07/31/09</u>	<u>2010</u> <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
FIRE INSURANCE					
PREMIUM TAX	25,868	25,868	24,666	24,700	(1,168)
INVESTMENTS	3,616	3,000	634	1,200	(1,800)
TOTAL REVENUES:	\$31,426	\$28,868	\$25,301	\$25,900	(\$2,968)
+BEGINNING CASH:	178,041	207,526	207,526	233,280	25,754
TOTAL RESOURCES:	\$207,526	\$236,394	\$232,827	\$259,180	\$22,786
<u>EXPENDITURES:</u>					
BENEFITS					
PROF. SERVICES					
TOTAL EXPENDITURE					
+ENDING CASH	207,526	236,394	232,827	259,180	22,786
TOTAL USES:	\$207,526	\$236,394	\$232,827	\$259,180	\$22,786

FUND NUMBER**TITLE**

651

AIRPORT AGENCY**PURPOSE :**

The city of Pullman is responsible for the maintenance of budgetary, revenue and expenditure accounts for the Pullman-Moscow Airport. The city must now also prepare and submit an Annual Financial Report on the airport's financial condition to the State Auditor. The Airport Board adopted this proposed budget on September 30, 2009. The Pullman City Council and the Moscow City Council must also approve this budget.

REVENUES :

The Airport expects \$667,235 in operating revenues and \$1,254,606 in FAA Airport Improvement Program Grants.

EXPENDITURES :

The Airport Board approved a total 2010 budget of \$1,876,276 which consists of \$616,916 in operational expenditures and \$1,320,638 in capital expenditures for the airport master plan update (phase 2) and construction of general aviation (phase 4).

AIRPORT AGENCY FUND #651

	2008 <u>ACTUAL</u>	AMENDED 2009 <u>BUDGET</u>	YTD <u>07/31/09</u>	2010 <u>REQUEST</u>	<u>\$ CHANGE</u>
<u>REVENUES:</u>					
<u>GRANTS:</u>					
FAA, OTHER	1,863,727	1,651,488	608,711	1,381,916	(269,572)
STATE OF WASHINGTON	32,220			24,000	24,000
STATE OF IDAHO		25,000		25,000	
PULLMAN	32,013	32,013	32,013	32,013	
MOSCOW	32,013	32,013	32,013	32,013	
PORT OF WHITMAN	20,750	20,750	20,750	20,750	
WSU	17,000	18,935	17,000	18,935	
U OF IDAHO	18,935	12,500	18,935		(12,500)
LATAH COUNTY	12,500	17,000	17,000	17,000	
SERVICE FEES		118,405	40,349	100,905	(17,500)
RENTS	90,486	127,314	103,074	131,872	4,558
PARKING, CONCESSIONS, MISC	128,217	121,243	29,516	137,437	16,194
TOTAL REVENUES:	\$2,877,388	\$2,208,240	\$978,485	\$1,921,841	(\$286,399)
+BEGINNING CASH:	5,045	5,045	5,045	34,202	29,157
PFC RESERVE			43,966		
TOTAL RESOURCES:	\$2,882,433	\$2,261,027	\$1,031,272	\$1,956,043	(\$304,984)
<u>EXPENDITURES:</u>					
SALARIES	151,216	168,411	95,694	168,470	59
OVERTIME	215				
BENEFITS	53,312	50,868	34,266	60,312	9,444
SUPPLIES	22,757	34,319	13,811	29,617	(4,702)
MINOR EQUIPMT	768	11,200	27,272	1,200	(10,000)
OTHER SERVICES	211,304	212,184	118,221	296,039	83,855
DEPRECIATION	523,379				
CAPITAL	2,378,713	1,738,408	577,160	1,320,638	(417,770)
TOTAL EXPENDITURES:	\$3,341,663	\$2,215,390	\$866,424	\$1,876,276	(\$339,114)
ENDING CASH	64,148	45,637	164,848	18,489	(27,148)
PFC RESERVE				61,278	
TOTAL USES:	\$1,130,059	\$2,261,027	\$1,031,272	\$1,956,043	(\$304,984)

**2010 MONTHLY SALARY SCHEDULE
PROPOSED FOR IMPLEMENTATION JANUARY 1, 2010**

<u>CLASSIFICATION TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
<u>ADMINISTRATION, FINANCE & CLERICAL</u>					
CITY SUPERVISOR	7,892	8,285	8,711	9,155	9,618
CITY ATTORNEY	6,012	6,318	6,638	6,978	7,324
FINANCE DIRECTOR	6,012	6,318	6,638	6,978	7,324
HUMAN RESOURCES MANAGER	4,939	5,188	5,451	5,729	6,012
INFORMATION SYSTEMS MANAGER	4,939	5,188	5,451	5,729	6,012
ACCOUNTING MANAGER	4,152	4,361	4,582	4,816	5,057
ACCOUNTANT	3,669	3,855	4,051	4,257	4,477
INFORMATION SYSTEMS TECHNICIAN	3,327	3,497	3,669	3,855	4,051
DEPUTY CITY CLERK	3,247	3,412	3,584	3,761	3,954
EXECUTIVE ASSISTANT	3,247	3,412	3,584	3,761	3,954
ACCOUNTING SPECIALIST	2,731	2,868	3,012	3,166	3,327
ADMINISTRATIVE CLERK	2,417	2,535	2,669	2,795	2,941
CHIEF OF POLICE	6,318	6,638	6,978	7,324	7,700
POLICE OPERATIONS COMMANDER	5,317	5,581	5,866	6,162	6,477
POLICE SERGEANT	6,233	6,389	6,548		
POLICE OFFICER	4,329	4,631	5,048	5,528	5,859
POLICE OFFICER TRAINEE	4,022	4,121			
SUPPORT SERVICES MANAGER	4,051	4,257	4,477	4,696	4,939
INFORMATION SYSTEMS SPECIALIST	3,669	3,855	4,051	4,257	4,477
RECORDS SPECIALIST II	2,731	2,868	3,013	3,165	3,327
PROPERTY AND EVIDENCE SPECIALIST	2,731	2,868	3,013	3,165	3,327
CODE ENFORCEMENT OFFICER II	2,731	2,868	3,013	3,165	3,327
CODE ENFORCEMENT OFFICER I	2,595	2,731	2,868	3,012	3,166
RECORDS SPECIALIST I	2,595	2,731	2,868	3,012	3,166
POLICE ADMINISTRATIVE ASSISTANT	3,247	3,412	3,584	3,761	3,954
FIRE CHIEF	6,012	6,318	6,638	6,978	7,324
FIRE OPERATIONS OFFICER	5,317	5,581	5,866	6,162	6,477
FIRE TRAINING OFFICER	4,645	4,888	5,135	5,404	5,676
FIRE CAPTAIN	4,425	4,657	4,904	5,153	5,410
FIRE PREVENTION OFFICER	-	-	-	-	5,385
LIEUTENANT	4,203	4,417	4,645	4,888	5,135
FIREFIGHTER	3,913	4,110	4,317	4,541	4,777
ADMINISTRATIVE SPECIALIST	2,868	3,012	3,166	3,327	3,497
LIBRARY SERVICES DIRECTOR	4,939	5,188	5,451	5,729	6,012
LIBRARY DIVISION MANAGER	3,674	3,860	4,058	4,264	4,483
LIBRARY ADMIN ASSISTANT	3,247	3,412	3,584	3,761	3,954
LIBRARY SUPERVISOR	3,016	3,170	3,331	3,502	3,674
LIBRARY TECHNICIAN	2,735	2,872	3,016	3,170	3,331
LIBRARY ASSISTANT	2,538	2,673	2,799	2,944	3,094

**2010 MONTHLY SALARY SCHEDULE
PROPOSED FOR IMPLEMENTATION JANUARY 1, 2010**

<u>CLASSIFICATION TITLE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
<u>PUBLIC WORKS</u>					
PUBLIC WORKS DIRECTOR	6,804	7,150	7,507	7,892	8,285
DEPUTY PUBLIC WORKS DIRECTOR	5,317	5,581	5,866	6,162	6,477
MAINT & OP SUPERINTENDENT	4,939	5,188	5,451	5,729	6,012
TRANSIT MANAGER	4,361	4,582	4,816	5,057	5,317
WASTE WATER PLANT SUPERVISOR	4,361	4,582	4,816	5,057	5,317
STORMWATER SERVICES PROGRAM MANAGER	4,051	4,257	4,477	4,696	4,939
SENIOR BUILDING INSPECTOR	3,855	4,051	4,257	4,477	4,696
SENIOR ENGINEERING TECHNICIAN	3,855	4,051	4,257	4,477	4,696
WASTE WATER LAB MANAGER	3,761	3,954	4,152	4,361	4,582
ENGINEERING TECHNICIAN	3,669	3,855	4,051	4,257	4,477
BUILDING INSPECTOR	3,669	3,855	4,051	4,257	4,477
AUTOMOTIVE REPAIR SUPERVISOR	3,869	4,063	4,266	4,479	4,703
MAINTENANCE SUPERVISOR	3,669	3,855	4,051	4,257	4,477
OPERATIONS SUPERVISOR	3,669	3,855	4,051	4,257	4,477
BLDG. MAINT. SUPERVISOR	3,669	3,855	4,051	4,257	4,477
HEAVY EQUIP MECHANIC	3,361	3,531	3,707	3,894	4,092
TRAINER/SAFETY OFFICER	3,361	3,531	3,707	3,894	4,092
WASTE WATER PLANT MECHANIC	3,331	3,502	3,674	3,860	4,058
WASTE WATER PLANT OPERATOR	3,331	3,502	3,674	3,860	4,058
INFORMATION SYSTEMS TECHNICIAN	3,331	3,502	3,674	3,860	4,058
INSTRUMENTATION AND CONTROL TECHNICIAN	3,331	3,502	3,674	3,860	4,058
CUSTOMER SERVICE SUPERVISOR	3,327	3,497	3,669	3,855	4,051
PUBLIC WORKS ADMINISTRATIVE ASSISTANT	3,247	3,412	3,584	3,761	3,954
TRANSIT OPERATIONS SUPERVISOR	3,669	3,855	4,051	4,257	4,477
MAINTENANCE WORKER	3,170	3,331	3,502	3,674	3,860
DISPATCHER	3,046	3,198	3,362	3,531	3,710
TRANSIT DRIVER	2,899	3,044	3,200	3,361	3,531
ADMINISTRATIVE SPECIALIST	2,872	3,016	3,170	3,331	3,502
BLDG. MAINTENANCE WORKER	2,868	3,012	3,166	3,327	3,497
APPRENTICE MAINT. WORKER-P.W.	2,735	2,872	3,016	3,170	3,331
WASTE W.PLANT OP. IN TRAINING	2,735	2,872	3,016	3,170	3,331
CUSTOMER SERVICE REPRESENTATIVE	2,562	2,690	2,828	2,970	3,121
SENIOR BUS WASHER	2,423	2,545	2,673	2,807	2,947
BUS WASHER	2,307	2,424	2,545	2,673	2,807
CUSTODIAN	2,135	2,241	2,354	2,472	2,595
<u>PLANNING</u>					
PLANNING DIRECTOR	5,866	6,162	6,477	6,804	7,150
ASSISTANT CITY PLANNER	3,669	3,855	4,051	4,257	4,477
<u>PUBLIC SERVICES</u>					
PARKS SUPERINTENDENT	4,361	4,582	4,816	5,057	5,317
RECREATION SUPERINTENDENT	4,361	4,582	4,816	5,057	5,317
HORTICULTURIST	3,331	3,502	3,674	3,860	4,058
LEAD PARKS MAINTENANCE WORKER	3,331	3,502	3,674	3,860	4,058
RECREATION SUPERVISOR	3,251	3,417	3,590	3,767	3,959
COMMUNITY IMPROVEMENT REP.	3,251	3,417	3,590	3,767	3,959
AQUATICS PROGRAM COORDINATOR	3,251	3,417	3,590	3,767	3,959
PARKS MAINT. WORKER 2	3,170	3,331	3,502	3,674	3,860
PRESCHOOL PROGRAM COORDINATOR	3,170	3,331	3,502	3,674	3,860
SENIOR CITIZEN PROGRAM COORDINATOR	3,170	3,331	3,502	3,674	3,860
ADMINISTRATIVE SPECIALIST	2,868	3,012	3,166	3,327	3,497
PARKS MAINT. WORKER 1	2,735	2,872	3,016	3,170	3,331

2010 STAFFING ALLOCATION FOR
20+ HOUR PER WEEK NON-SEASONAL EMPLOYEES

(Note: This list does not include seasonal employees or employees working less than twenty hours per week.)

<u>DEPARTMENT</u>	<u>CLASSIFICATION TITLE</u>	<u>FULL- TIME</u>	<u>PART- TIME</u>
Legislative	City Councilmember		7
	Total		7
Executive	Mayor		1
	City Supervisor	1	
	Total	1	1
Finance and Records Services	Finance Director	1	
	Information Systems Manager	1	
	Accounting Manager	1	
	Accountant	1	
	Information Systems Technician	1	
	Accounting Specialist	2	
	Deputy City Clerk	1	
	Executive Assistant	1	
	Administrative Clerk		1
	Total	9	1
Legal	City Attorney	1	
	Total	1	
Human Resources	Human Resources Manager	1	
	Total	1	
Police and Support Services	Chief of Police	1	
	Police Operations Commander	1	
	Sergeants	4	
	Detectives	3	
	Support Services Manager	1	
	Information Systems Specialist	1	
	Youth Services Officer	1	
	Patrol Officer	18	
	Police Administrative Assistant	1	
	Records Specialist	5	2
	Property & Evidence Specialist	1	
	Code Enforcement Officer	2	
	Total	39	2

Fire	Fire Chief	1	
	Operations Officer	1	
	Fire Training Officer	1	
	Fire Captain	4	
	Lieutenant	3	
	Firefighter	21	
	Administrative Specialist	1	1
	Total	32	
Public Works	Public Works Director	1	
	Deputy Public Works Director	1	
	Stormwater Services Program Manager	1	
	Senior Engineering Technician	1	
	Engineering Technician	3	
	Senior Building Inspector	1	
	Building Inspector	3	
	Maintenance & Operations Superintendent	1	
	Maintenance Supervisor	1	
	Operations Supervisor	1	
	Stormwater Services Field Technician	1	
	Maintenance Worker	12	
	WWTP Supervisor	1	
	WWTP Plant Operator	5	
	WWTP Pretreatment/Laboratory Manager	1	
	WWTP Mechanic	1	
	Control Specialist	1	
	Automotive Repair Supervisor	1	
	Heavy Equipment Mechanic	4	
	Transit Manager	1	
	Transit Operations Supervisor	1	
	Transit Customer Service Supervisor	1	
	Transit Training/Safety Officer	1	
	Transit Dispatcher	2	3
	Transit Driver	18	13
	Transit Customer Service Representative	1	1
	Senior Bus Washer	1	
	Bus Washer	3	
	Public Works Admin Asst.	1	
	Information Systems Specialist	1	
	Administrative Specialist	3	
	Building Maint. Supervisor	1	
	Building Maintenance Worker	1	
	Custodian	3	
	Total	80	17

Public Services	Park Superintendent	1	
	Lead Parks Maintenance Worker	1	
	Park Maintenance Worker	5	
	Horticulturist	1	
	Community Improvement Representative	1	
	Aquatic Coordinator	1	
	Recreation Superintendent	1	
	Recreation Supervisor	1	
	Senior Citizen Coordinator	1	
	Preschool Instructor	1	
	Administrative Specialist	1	1
	Total	15	1
Planning	Planning Director	1	
	Assistant City Planner	1	
	Total	2	
Library	Library Services Director	1	
	Library Division Manager	3 *	
	Library Supervisor	1	1
	Library Administrative Assistant	1	
	Library Technician		3
	Library Assistant	1	2
Total		7	6
GRAND TOTAL		187	35

*One Position Reimbursed 50% by Whitman County Library District.

Insert ERD Rate Tables Here